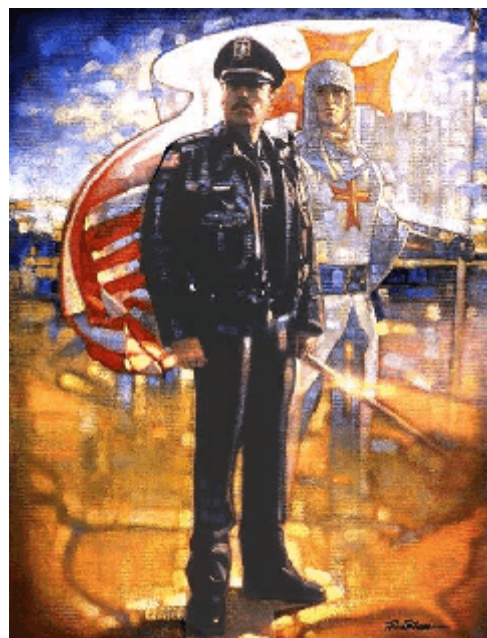




OPERATION OF A MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD



*Compiled by
Office of State Examiner
Municipal Fire and Police Civil Service*

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TELEPHONE DIRECTORY FOR OFFICE OF STATE EXAMINER

State Examiner

Melinda B. Livingston (225) 925-4416
Home (225) 924-2919

Deputy State Examiner

Robert S. Lawrence (225) 925-7097

Test Development and Research

Testing Division Administrator
Dennis D. Bartlett (225) 925-4412

Testing and Research Project Coordinators
D. Fred Dressel (225) 925-7096
Robert S. Wood (225) 925-4415

Human Resources Program Consultants
Ylondia d. Morrison (225) 925-4413
Shondra G. Cutno (225) 925-4413
Sherri B. Cobb (225) 925-4415
Byron A. Sam (225) 925-4908
Andrew D. Reine (225) 925-4908

Personnel Management & Classification

Personnel Management & Classification Manager
Cynthia S. Johnson (225) 925-4409

Human Resources Program Consultants
Jackie M. Barnett (225) 925-4642
Rachel E. Christ (225) 925-4419

Administrative Support Staff

Administrative Specialist
Linda M. LeBlanc (225) 925-4407

Human Resources Program Consultant
Kesha M. Curtis (225) 925-4907

Executive Secretary
Debra C. Bourque (225) 925-4400

Office Coordinator I
Tina K. Dunaway (225) 925-7140

OFFICE OF STATE EXAMINER INFORMATION CENTER (225) 925-4567

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SECTION I

INTRODUCTION TO CIVIL SERVICE

INTRODUCTION TO CIVIL SERVICE

Article 10, Section 16, of the Louisiana Constitution of 1975, and Act 282 of 1964 provide for systems of Municipal Fire and Police Civil Service . All references to the Municipal Fire and Police Civil Service Law in this manual will be given as a Louisiana Revised Statutes (R.S.) section (for small municipalities [cities between 7,000 and 13,000] and fire protection districts which will be listed first in a reference) and Louisiana Revised Statutes (R.S.) section (for larger municipalities [cities over 13,000] which will be listed second in a reference). A local civil service board is created to administer the system in each jurisdiction.

This manual is provided to assist the local civil service board, the civil service board secretary, and any local officials or administrative personnel who work with fire and/or police civil service systems in outlining the purpose and functions of civil service laws affecting fire and police personnel of your community. It is also intended to be a practical manual to assist in the production of civil service forms (such as personnel action forms [PAFS]) necessary for the efficient operation of the civil service system in your jurisdiction.

The primary goal of the civil service system is the effective application of personnel activity based on a system of merit, efficiency, and length of service. Civil service accomplishes this goal in two major ways. First, it provides individual employees, with a sense of job security through the application of three principles:

1. Procedures for qualifying personnel by objective selection.
2. Classification and description of each job and position according to actual duties performed and responsibilities involved.
3. Appointment and promotion of personnel on the basis of examination qualifications, job performance, and departmental seniority.

Second, it protects elected officials from unnecessary political pressure and embarrassment in matters of personnel selection. Under this system, employees who are performing their jobs competently will not be subjected to wholesale terminations upon changes of political administrators. Personnel selections are made on the basis of merit rather than favoritism and political patronage. This creates a mutually beneficial system of efficient personnel management.

Additionally, the civil service system does not infringe upon the duties, authority, or responsibilities entrusted to the mayor or other elected officials. It insures that management of personnel will be conducted in such a manner that benefits the fire and police departments and provides to the community in which it functions, an atmosphere of continuity and professionalism as it relates to public safety for the citizens which are served by these departments.

The following have been selected as examples of the duties of the governing authority, appointing authority, the civil service board, and the state examiner, for your further examination. A copy of the laws affecting your jurisdiction is included in this manual.

1. The governing authority shall:
 - a. Appoint qualified individuals to serve as members on the civil service board. This duty requires the governing authority to obtain a list of names (two or four)

from the president of a local college or university and appoint one or two individuals from that list, appoint one individual to serve on its own nomination, and appoint the elected member(s) (one or two) from the department(s) service.

- b. Provide the board with a suitable meeting place, which includes facilities and essential services for conducting public meetings, hearings, consultations, investigations, examinations, or reviews.
 - c. Provide such equipment, furnishings, supplies, and material necessary to enable the board to carry out effectively the duties imposed upon it. Appropriations by the governing authority are required for financing the foregoing, as well as providing a salary for a non- member board secretary who may be employed on a part-time basis.
2. The appointing authority shall:
- a. Advise the board whenever any operational change affecting an employee's duties or job classification within the department is proposed in order that the board may take the steps necessary to respond to any such changes.
 - b. Report any action involving classified personnel in either department by promptly submitting a completed personnel action form (PAF) to the board for review.
 - c. Cooperate with the board whenever an investigation is necessary by furnishing any information that would assist the board in the performance of its duties.
3. The civil service board shall:
- a. Represent the public interest in matters of personnel administration concerning fire and police employees.
 - b. Advise and assist the appointing authority and governing body as to maintenance and improvement of personnel standards and administration.
 - c. Advise and assist all classified employees.
 - d. Make such investigations and determinations as required.
 - e. Make such rules as necessary to conduct the business of the board.
 - f. Make and adopt a classification plan appropriate for the needs of the jurisdiction.
 - g. Make such reports, as required or requested, to the governing body.
4. The state examiner shall:
- a. Assist the board in an advisory capacity in the discharge of its duties.
 - b. Prepare and submit a classification plan to the board for its approval and adoption after consulting the authorities and department heads.

- c. Prepare and administer competitive and promotional examinations.
- d. Cooperate with the secretary of each board in maintaining a roster of all fire and police civil service employees.
- e. Encourage employee training in the classified service.

We hope that this brief introduction to the system of civil service will be helpful to you. Ms. Melinda B. Livingston, State Examiner, Mr. Robert S. Lawrence, Deputy State Examiner, and the entire staff of the Office of State Examiner will always be available to advise and assist any official, department head, classified employee or civil service board member. The address and telephone numbers for the State Examiner's Office are listed below:

**Office of the State Examiner
Municipal Fire and Police Civil Service
8550 United Plaza Boulevard Suite 901
Baton Rouge, Louisiana 70809-2296**

(225) 925-4400

Personnel Management

(225) 925-4409 or (225) 925-4642

Classification Division

(225) 925-4419

Test Development Manager

(225) 925-4412

SECTION II

CIVIL SERVICE BOARD MEMBERSHIP

Duties, responsibilities, and authority of the civil service board

Answers to the most asked questions concerning civil service board membership

Sample posting notice for accepting nominations for the fire or police department representative to serve on the civil service board

Sample posting notice for the election of the fire or police department representative to serve on the civil service board

Sample oath of office form

DUTIES, RESPONSIBILITIES, AND AUTHORITY OF THE CIVIL SERVICE BOARD

? The authority of the board to investigate is found in **(R.S. 33:2537(4)(5) or R.S. 33:2477(4)(5))**:

- The board has the authority to investigate any complaints made to it from the general public, members of the classified service, or the governing body regarding violations of the civil service law.
- The board shall make investigations concerning the administration of personnel or compliance with the provisions of the law in the fire and police service at the direction of the mayor, commissioner of public safety, department chiefs, or president of the parish governing authority, or fire protection district, as the case may be, or upon written petition of any citizen for just cause, or upon its own motion.
- Conduct investigations and pass upon complaints by or against any officer or employee in the classified service for the purpose of demotion, reduction in position or abolition thereof, suspension, or dismissal of the officer or employee.

Classified employees are also citizens and as such may file written petitions with the board on matters covered in R.S. 33:2537(4) or R.S. 33:2477(4). Other sections of the law covering investigations include: R.S. 33:2544 or R.S. 33:2484; 33:2546 or 33:2486; 33:2549 or 33:2489; 33:2555 or 33:2495; 33:2560©) or 33:2500©); 33:2561 or 33:2501 et seq.

? Duty and authority of the local board is primarily detailed in **R.S. 33:2537 or R.S. 33:2477**; however, other sections of the Municipal Fire and Police Civil Service Law also give the board authority for action as follows:

- Power to adopt and execute rules, regulations, and orders, and to amend or repeal such rules, regulations, and orders.
(R.S. 33:2538 or R.S. 33:2478)
- Authority to appoint or employ a secretary.
(R.S. 33:2536(L,1-3) or R.S. 2476(L,1-3))
- Authority to call meetings.
(R.S. 33:2536(M) or R.S. 33:2476(M))
- Authority to adopt a classification plan as rules of the board and to amend or revise such classification plan.
(R.S. 33:2543 or R.S. 33:2483)
- Authority to allocate each position in the classified service to its proper class, and to reallocate positions from one class to another.
(R.S. 33:2544 or R.S. 33:2484)

- Authority to hear and decide the complaint of any employee who feels himself aggrieved because of any allocation or change in classification affecting his position.
(R.S. 33:2546 or R.S. 33:2486)
- Authority to hear the appeal of any regular employee who has been transferred.
(R.S. 33:2549 or R.S. 33:2489)
- Authority to review medical certificate of former employees seeking re-employment.
(R.S. 33:2550(D) or R.S. 33:2490(D))
- Establish and maintain employment lists.
(R.S. 33:2551 or R.S. 33:2491)
- Provide for tests and other details relating to tests such as posting and publishing notices, reviews of tests, and methods of grading.
(R.S. 33:2552 or R.S. 33:2492)
- Establish rules governing admission to tests, admit or reject applicants for tests, or cancel eligibility of any eligible on any employment list.
(R.S. 33:2553 or R.S. 33:2493)
- Certify to the appointing authority names of persons eligible for appointment.
(R.S. 33:2554 or R.S. 33:2494)
- Hear appeals of employees who were removed from position during working test period under conditions and time limits as described by the law.
(R.S. 33:2555 or R.S. 33:2495)
- Authorize temporary appointments and their renewals.
(R.S. 33:2556 or R.S. 33:2496)
- Adopt rules governing leaves of absence.
(R.S. 33:2557 or R.S. 33:2497)
- Maintain re-employment lists.
(R.S. 33:2559 or R.S. 33:2499)
- Make, upon the request of any qualified elector of the state, an investigation of the conduct and performance of an employee in the classified service, render judgements, and order action to be taken by the appointing authority.
(R.S. 33:2560©) or R.S. 33:2500©))
- Conduct hearings and investigations on appeals by employees who feel that they have been discharged or subjected to corrective or disciplinary action without cause. The board shall have complete charge of such hearing and investigation and may conduct it in any manner it deems advisable. If the board finds that the action in question was not taken in good faith and for just cause, the board shall order such remedial action, as it deems advisable.
(R.S. 33:2561 or R.S. 33:2501)
- Each member of the board shall have the same power to administer oaths,

subpoena witnesses and compel the production of books and papers pertinent to any investigation as is possessed by the district courts of Louisiana.
(R.S. 33:2562 or R.S. 33:2502)

- The board may, upon its own initiative, investigate any officer or employee in the classified service whom it reasonably believes is guilty of violating one or more provisions of the law dealing with political activity. If the board finds that any employee has violated the provision restricting political activities, it shall order the appointing authority to discharge the guilty employee.
(R.S. 33:2564 or R.S. 33:2504)
- In judicial proceedings, the board may call upon the Attorney General, the chief legal officer of the jurisdiction, or may employ independent counsel to represent it in sustaining the law and enforcing the law.
(R.S. 33:2566 or R.S. 33:2506)

ANSWERS TO THE MOST ASKED QUESTIONS CONCERNING CIVIL SERVICE BOARD MEMBERSHIP

Your municipal fire and police civil service board is created by **R.S. 33:2536 or R.S. 33:2476**. We have compiled a list of the most asked questions concerning civil service board membership.

WHO IS ELIGIBLE TO SERVE ON THE BOARD?

All board members:

To be eligible for appointment or to serve as a member of a board, a person must be a citizen of the United States of America, a resident of the municipality in which he/she is to serve for at least five years immediately preceding his/her appointment, and, at the time of the appointment, a qualified voter of the area.

A member of the board could not have been, during a period of six months immediately preceding his appointment, a member of any local, state or national committee of a political party, or an officer or member of a committee in any factional political club or organization.

No member of a board can be a candidate for nomination or election to any public office or hold any other public office or position of public employment, except that of notary public, a military or naval official office, or that of a municipal, parish or fire protection district, fire or police department employee.

Fire and Police Department board members - additional requirements:

The employee board representative for each department must be a *regular and permanent* employee in the department.

The fire department board member must hold a position in a class lower than that of chief, assistant chief, district chief, or battalion chief. The police department board member must hold a position in a class lower than that of chief, assistant chief, or major.

Any employee-nominee must be a resident of the municipality in which he/she is to serve for at least five years immediately preceding his/her appointment. However, **provided such residence requirement is approved by a resolution by the local governing authority**, the employee-nominee shall be a resident of the parish in which the municipality they are to serve is located for a period of at least five years preceding their appointment.

HOW ARE THE CIVIL SERVICE BOARD MEMBERS APPOINTED?

In a **FIRE PROTECTION DISTRICT** your board will have three members appointed by the governing body as follows:

- The governing body appoints **one (1) Governing Authority Board Member** upon its own nomination.
- The governing body appoints **one (1) College List Board Member** from a list of two names received from the executive head of a regularly chartered and established four-

year institution of higher education located within the area served. If there were no such institution, the governing body would request a list of two names from the executive head of such an institution which is within the state and which is the most geographically proximate to the area served.

- The governing body appoints **one (1) Fire Department Board Member** after first being nominated and elected by and from the regular and permanent employees of the fire department. For election procedures see "HOW IS THE EMPLOYEE-NOMINEE IS ELECTED FROM THE FIRE AND POLICE DEPARTMENTS?"

In a **MUNICIPALITY (small or large)** your board will have five members appointed by the governing body as follows:

- The governing body appoints **one (1) Governing Authority Board Member** upon its own nomination.
- The governing body appoints **two (2) College List Board Members** from a list of four names received from the executive head of a regularly chartered and established four-year institution of higher education located within the area served. If there were no such institution then the governing body would request a list of four names from the executive head of such an institution which is within the state and which is the most geographically proximate to the area served.
- The governing body appoints **one (1) Fire Department Board Member** after first being nominated and elected by and from the regular and permanent employees of the fire department. For election procedures see "HOW IS THE EMPLOYEE-NOMINEE IS ELECTED FROM THE FIRE AND POLICE DEPARTMENTS?"
- The governing body appoints **one (1) Police Department Board Member** after first being nominated and elected by and from the regular and permanent employees of the police department. For election procedures see "HOW IS THE EMPLOYEE-NOMINEE IS ELECTED FROM THE FIRE AND POLICE DEPARTMENTS?"

? PLEASE NOTE ?

If the fire or police department in your municipality is not required by civil service law to be in the municipal fire and police civil service system, your board will have only one college list member and one department representative.

? SPECIAL NOTE FOR SHREVEPORT ?

SHREVEPORT CIVIL SERVICE BOARD - please see Section IV on page 38 for the civil service law which provides for the appointments to this civil service board.

HOW IS THE EMPLOYEE-NOMINEE ELECTED FROM THE FIRE AND POLICE DEPARTMENTS?

The chief of the department will post a notice to receive nominations for a department representative to serve on the board. After the nomination period is closed, the chief posts for an election. The chief is to provide a formalized method for the members of the department to cast their votes. The chief notifies the governing body of the name of the employee elected within ten days immediately following the election, and the governing body then appoints the elected employee to the civil service board.

Guidelines for the election procedures:

- The chief posts a notice to accept nominations. We suggest that the nominations be accepted for an extended period of time to allow all employees an opportunity to participate in the nomination. *(see example on page 21)*
- The chief posts a notice for an election. We suggest that the chief hold the election during a specified time period on at least three continuous days to allow all the employees an opportunity to cast their vote. For example, if the chief feels that it is ample time, he would hold the election from 8 a.m. to noon on August 15th, 16th, and 17th.
- The election notice is to be posted on the bulletin board at all department stations for fifteen (15) continuous days immediately preceding the election. The posting notice must state the date, time, and place of the election and reflect the beginning and the end of the election period and any specific times that the employee may cast his/her vote. *(see example on page 22)*
- *An election must be held even if there is only one employee nominated*
- The chief appoints an election committee, which consists of three confirmed lower-ranked employees who have not been nominated, to monitor the voting.
- Employees **are not required** to vote.
- Each employee can only vote one time.
- All employees must cast their own vote. Employees **cannot** vote by phone.
- The chief of the department can vote in the election only in the case of a tie vote.
- The chief compiles a voting register consisting of the names of the employees who are eligible to cast a vote. The employee who is voting will sign next to his/her name indicating that he/she has been given a ballot and an unmarked envelope. The employee will complete the ballot and place it in the envelope and then deposit the envelope into a sealed box to ensure that *all votes are kept secret*.
- Absentee voting is allowed if the chief makes the arrangements. The employee who is voting absentee would sign next to his/her name indicating that he/she has been given a ballot and an unmarked envelope. The employee will complete his/her ballot and place it in the envelope and then deposit the envelope into a sealed box with the other ballots. All ballots are to be opened by the election committee after the

conclusion of the election.

- If absentee voting is allowed, the election committee will count all votes immediately after the close of the absentee voting. If no absentee voting is allowed, the election committee will count the votes immediately after the close of the election and the results are reported to the chief.
- The employee who receives the majority of the votes that were cast wins the election. If no one wins by a majority, then there is a run off between the top two.

WHAT ABOUT THE OATHS OF OFFICE?

Each member appointed to the civil service board must take an oath of office (be sworn in) before performing any duties of the office. Any member who is reappointed shall be sworn in and a new oath of office is executed. The oath shall include a statement to uphold the constitution and laws of Louisiana and of the United States and to administer faithfully and impartially the provisions of the civil service law. Any notary, prior to attending a board meeting, may swear in a member who has been reappointed or newly appointed to the board. *(see sample of an oath of office on page 23)*

When the oath of office is administered, *six copies* are completed, signed, and notarized. *All copies of the oath of office must have the original signature of the board member and the notary.* A copy of the oath is distributed to the civil service board member, the governing body, the civil service board's file, the State Examiner's Office, the Secretary of State's Office, and the Parish Clerk of Court's Office. It is the responsibility of the board to file a copy with the Parish Clerk of Court's Office. The State Examiner's Office will file a copy with the Secretary of State's Office for the board.

WHAT ARE THE TERMS OF OFFICE OF THE BOARD MEMBERS?

When your civil service board is sworn in for the **first** time, that is, your municipality or fire protection district has just come under Municipal Fire and Police Civil Service, the terms of office of the board members will vary. The Fire and Police Department Board Members will have a one-year term, the Governing Authority Board Member will have a two-year term, and the College List Board Member(s) will have a three-year term. *After these first terms of office expire then, all terms of office will be for three years.*

At the expiration of the term of office of a board member, or whenever a board member resigns, he/she can serve until his successor has been appointed. The governing body appoints a successor in the same manner as the outgoing member was appointed. In other words, the procedures provided for in civil service law will apply to the reappointment of a board member. To be reappointed as the fire or police department board representative, the individual must be nominated and elected again, a college list board member's name must be on the list from the institution of higher education which the governing authority requested, before the member may be considered for reappointment, and the governing authority must reappoint its own member of the board. ***If a board member resigns before his/her term of office expires, the successor fills the unexpired term of the resigning board member even if it is for a short period of time.***

WHO SERVES AS CHAIRMAN AND VICE-CHAIRMAN?

The members of the civil service board elect a chairman and vice-chairman. Any board member can be the chairman or vice-chairman. Their terms in these offices run concurrently with their terms of office as civil service board members. An election for a chairman or vice-chairman is held when one of three situations occur: the term of office of the board member holding either office expires, the board member holding either office is no longer on the board due to resignation, death, or removal, or the board member resigns his/her office as chairman or vice-chairman but remains on the board.

WHO SERVES AS SECRETARY TO THE BOARD?

The board may elect one of its members to serve as secretary, or may appoint the city clerk or secretary-treasurer of the municipality to fill such office ex-officio. Or the board may wish to employ and pay, on a part-time basis, any other person a salary not to exceed seven hundred fifty dollars (\$750) per month for municipalities and fire protection districts covered by R.S. 33:2536(L), or not to exceed twelve hundred fifty dollars (\$1,250) per month for municipalities covered by R.S. 33:2476(L).

The secretary serves at the pleasure of the board and does not vote in any proceedings *unless* he/she is a member appointed to the board by the governing body.

CAN A BOARD MEMBER ENGAGE IN POLITICAL ACTIVITY?

No, a board member cannot engage in political activity which is prohibited by law. In accordance with **R.S. 33:2536(B)(2)(b)** or **R.S. 33:2476(B)(2)(b)**, a member of the board could not have been, during a period of six months immediately preceding his appointment, a member of any local, state or national committee of a political party, or an officer or member of a committee in any factional political club or organization. In addition, Attorney General Opinion #94-457 (09-28-94) states that members of a fire and police civil service board are prohibited from engaging in any political activity. Revised Statutes **33:2536(H)** or **33:2476(H)** provides for removal of a board member under certain conditions.

WHAT ARE THE DUTIES OF THE CIVIL SERVICE BOARD SECRETARY?

Listed below are the most common duties of the secretary to the board. However, the board secretary is employed by the board and may be instructed to perform other duties as needed to fulfill the duties and responsibilities of the board.

The secretary to the board:

- Schedules civil service board meetings and appeal hearings and prepares all correspondence necessary for meetings as directed by the civil service board. (notifications, agendas, packets, subpoenas, etc.)
- Attends all meetings of the board and appeal hearings, transcribes minutes of its proceedings, and provides the State Examiner's Office, Governing Authority, and Appointing Authority a copy of the minutes. (*see example of board minutes on page 29*)
- Attends to correspondence directed to the board as instructed by the board.

- Maintains records of all classified fire and police personnel.
- Maintains seniority rosters for the classified fire and police personnel and posts a notice for a public hearing for approval by the board.
- Notifies the State Examiner's Office to request scheduling of examinations.
- Posts for fire and police civil service examinations in compliance with civil service law as directed by the board.
- Provides individuals with an application for admission to a civil service examination.
- Accepts and reviews applications for fire and police examinations and then brings these before the board for their approval or rejection.
- Notifies applicants of the date and time of the examination(s) that he/she has been approved to take.
- Sends a roll call to the State Examiner's Office for examinations that have been scheduled.
- Notifies applicants of his/her examination test score after civil service board approval.
- Provides the appointing authority with a certified eligibility list as directed by the board.
- Maintains competitive and promotional employment eligibility list.
- Accepts reported test scores and applications from any individual who request that his/her name be added to the board's Firefighter or Police Officer eligibility lists. Presents these to the board for approval or rejection.
- Reports Firefighter or Police Officer test scores to other jurisdictions as requested.
- Works with the State Examiner's Office when revising civil service board classification plans and rules and related civil service board activity.
- Posts for a public hearing on proposed classification plan and/or board rule revisions.
- Responds to the governing authority, appointing authority, fire and police chief, attorneys, and others regarding board issues as directed by the board.
- Completes personnel action forms when required.
- Performs other duties as assigned by the civil service board.

SAMPLE POSTING NOTICE FOR NOMINATIONS SAMPLE

**THE AVONDALE FIRE DEPARTMENT IS NOW ACCEPTING NOMINATIONS
FOR THE FIRE DEPARTMENT REPRESENTATIVE WHO WILL SERVE ON
THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

The term of office of Mark Jamison, your current fire department civil service board representative, will expire on August 1, 2004. This department is now accepting nominations for the fire department representative to serve on the Avondale Municipal Fire and Police Civil Service Board. Nominations will be accepted beginning June 5, 2004, through June 10, 2004, at 4:00 p.m. Sally Jones, Secretary to the Fire Chief, will be accepting the nominations in her office located in Chief Brown's office. The term of office for the newly elected civil service board member will expire August 1, 2007. **Notice of the election will be posted after the closing date for nominations.**

**CIVIL SERVICE LAW ON ELIGIBILITY FOR APPOINTMENT
OR TO SERVE ON A CIVIL SERVICE BOARD**

A person shall be a citizen of the United States of America.

At the time of his appointment, shall be a qualified voter of the municipality.

Any employee-nominee shall be a resident of the municipality in which he/she is to serve for at least five years immediately preceding his/her appointment. *(If your local governing authority has approved a resolution to provide that the employee-nominee shall be a resident of the parish in which the municipality they are to serve is located for a period of at least five years preceding their appointment include that language here.)*

The employee board representative for each department shall be a *regular and permanent* employee in the department.

The fire department board member shall hold a position in a class lower than that of chief, assistant chief, district chief, or battalion chief.

No member of a board shall have been, during a period of six months immediately preceding his appointment, a member of any local, state, or national committee of a political party, or an officer or member of a committee in any factional political club or organization.

No member of a board shall be a candidate for nomination or election to any public office or hold any other public office or position of public employment, except that of notary public, a military or naval official office, or that of a municipal fire or police department which is expressly required by the provisions of this Part.

Chief Sidney Brown

Post on all fire department bulletin boards June 5, 2004, through June 10, 2004

DO NOT REMOVE BY ORDER OF CHIEF SIDNEY BROWN

SAMPLE POSTING NOTICE FOR ELECTION SAMPLE

**THE AVONDALE FIRE DEPARTMENT IS HOLDING AN ELECTION
FOR THE FIRE DEPARTMENT REPRESENTATIVE WHO WILL SERVE ON
THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

The Avondale Fire Department accepted nominations for the fire department representative to serve on the Avondale Municipal Fire and Police Civil Service Board beginning June 5, 2004, through June 10, 2004, at 4:00 p.m. The following individuals have been nominated:

John W. Thomas
Stacey M. Leger
Chad D. Berry

There will be an election held beginning June 27, 2004, and ending June 30, 2004, at 11:00 a.m. I have arranged for the regular and permanent employees to cast their votes between the times of 9:00 a.m. and 11:00 a.m. on June 27th, 28th, 29th, and 30th, in the meeting room at Fire Station #1. There will be an election committee present during these hours for you to cast your vote. As I have allowed ample time for personnel on all shifts to have an opportunity to vote, there will be no absentee voting for this election.

VOTING PROCEDURES

An employee is not required to vote. Each employee can only vote one time. All employees must cast their own vote. Employees **cannot** vote by phone. As there will be no absentee voting for this election the election committee will count the votes immediately after the close of the election. An election must be held even if only one employee is nominated. The employee who receives the majority of the votes that were cast wins the election. If no one wins by a majority, then there is a run-off between the top two.

Each employee who is voting will sign next to his/her name on the voting register indicating that he/she has been given a ballot and an unmarked envelope. Each employee will complete his/her ballot and place it in the envelope and then deposit the envelope into a sealed box to ensure that *all votes are kept secret*.

Chief Sidney Brown

**Post on all fire department bulletin boards June 12, 2004, through June 26, 2004
(must be for at least a 15 day period)**

DO NOT REMOVE BY ORDER OF CHIEF SIDNEY BROWN

SAMPLE OATH OF OFFICE SAMPLE

Governing Authority Board Member

STATE OF LOUISIANA

CITY OF AVONDALE

I, **John W. Thomas**, residing at **2652 North Street** in the City of **Avondale**, do solemnly swear, or affirm, that I will support the Constitution and laws of the United States and the Constitution and laws of this State; and I will faithfully and impartially discharge and perform the duties incumbent upon me as a member of the **Avondale Municipal Fire and Police Civil Service Board**, and that I will faithfully and impartially administer the provisions of the Civil Service Laws of the State of Louisiana as well as amendments and rules adopted pursuant thereto, according to the best of my ability and understanding. So help me God.

Signature

My term of office expires:

October 1, 2007

Sworn to and subscribed before me this

21st day of September A.D., 2004

Notary Public

SECTION III

CIVIL SERVICE BOARD MEETINGS

Answers to the most asked questions concerning civil service board meetings

Sample posting notice with an agenda for civil service board meetings

Sample minutes of a civil service board meeting

State law concerning public meetings

State law concerning minutes of public meetings

ANSWERS TO THE MOST ASKED QUESTIONS CONCERNING CIVIL SERVICE BOARD MEETINGS

Requirements for meetings of your municipal fire and police civil service board are provided for in **R.S. 33:2536 or R.S. 33:2476**. Additionally, other state laws mandate requirements of all public bodies regarding their meetings and written minutes of their meetings. The laws concerning public meetings and written minutes are provided for in **R.S. 42:5 through 42:8**. (see pages 32 through 36 for a copy of these laws) We have compiled a list of the most asked questions concerning the civil service board meetings.

HOW OFTEN DOES THE BOARD MEET?

One regular meeting of the board must be held in each quarterly period of each calendar year. The chairman of the board calls for the meetings and gives all the members of the board notice. If the chairman fails or refuses to call a quarterly meeting the members of the board can meet on the written call of any two members mailed ten days in advance of the meeting.

When the board has business to conduct, they may call a *regular meeting*. Sometimes the board needs to attend to board business as soon as possible. In this situation, the board may call a *special meeting*. The board is not restricted in regards to the number of meetings they call within a year.

DOES THE BOARD POST FOR REGULAR AND SPECIAL MEETINGS?

Notice of regular meetings are to be posted at the building in which the meeting is to be held, not less than five (5) days before the date of the meeting. Notice of a special meeting is to be posted not less than twenty-four (24) hours before the meeting. Your civil service board may wish to consider mailing a copy of the notice to the appointing authority and the chiefs of the departments and request that they post it on the bulletin boards. If a member of the news media requests notice of your board meetings, he/she must be given notice of all meetings in the same manner as it is given to other individuals.

The notice is to state whether the meeting is regular or special, and is to include the date, time, place, and agenda of the meeting. Both old and new business must be listed on the agenda with sufficient details in order to advise individuals of what the business of the board will be at the meeting. (see sample of a posting notice for a board meeting with an agenda on page 28)

HOW MANY MEMBERS MUST BE PRESENT TO HOLD A MEETING?

A quorum of the board must be present at all meetings for the board to conduct a meeting. Two members of a three-member board, and four members of a five-member board, shall constitute a quorum. *If your meeting starts with a quorum and for some reason a member leaves and less than quorum is present, your board must adjourn the meeting and reschedule.*

The board members cannot use any manner of proxy voting, secret balloting, or any other means to circumvent the open meetings laws. ? ***Therefore, phone polls of board***

members to conduct board business is a violation of the open meetings laws.

Also, the board voting in an executive session is a violation of the open meetings laws. The board must exit the executive meeting and reconvene the open meeting before taking a vote on board matters.

WHO IS IN CHARGE OF THE MEETING?

The board chairman conducts all meetings and has complete control of all meetings. In the chairman's absence, the vice chairman conducts and controls all meetings. The chairman and vice-chairman vote in all matters before the board unless they have recused themselves in compliance with civil service law.

WHO MAY ATTEND THE BOARD MEETINGS?

All meetings of the board must be open to the public. Therefore, anyone may attend a meeting, including the media. If the board votes to go into executive session, as provided for in the public meetings laws, the executive session is not open to the public. The board, through its chairman or vice-chairman, may order an individual to leave the meeting if he/she is interfering with the meeting.

WHAT IS THE ORDER OF BUSINESS AT THE MEETINGS?

The order of business on the agenda, that your board posts for a regular or special meeting, is to be followed unless a motion is passed during the meeting to discuss an item out of order. Your board will first determine if there is a quorum present by taking a roll call. If no quorum is present, the meeting is immediately adjourned. If a quorum is present the meeting will continue. If available, the members will review minutes from any previous meetings for any necessary corrections and approval. The board will then discuss any old business such as any item which was tabled from a previous meeting or they may wish to revisit an item that was discussed at a previous meeting. Next, any new business is discussed, such as approval of test scores, approval of reported test scores, approval of personnel action forms, discussion of revisions needed in a classification plan, a letter of appeal received by the secretary, and any other new business listed on the agenda. Your board may discuss a matter not on the agenda if two-thirds of the members present at a meeting vote to add the matter to the agenda.

If a public hearing on an appeal of a disciplinary action is also scheduled at a regular meeting, you may wish to first hold your regular meeting.

The board must vote on any matter they wish to act upon. The concurring votes of any two members of a three-member board, and any three members of a five-member board is sufficient for the decision of all matters to be decided or transacted by the board.

DOES THE BOARD HAVE TO KEEP MINUTES OF ITS MEETINGS?

Yes, your board must keep written minutes of all its regular and special meetings. The minutes are public records and must be made available within a reasonable amount of time

after the meeting and must be published in the board's official journal. (see *sample of minutes of a board meeting* on page 29)

Your minutes must include the following in accordance with open meetings laws:

- The date, time, and place of the meeting.
- The names of your board members who were present and absent.
- All matters the board discussed and voted upon with sufficient detail in order to inform the public of the nature of the matters discussed or the action taken by the board.

We suggest that the board include a record of all votes cast. You may also include any other information which the board feels is necessary.

? PLEASE NOTE ?

We suggest your civil service board consider purchasing small bulletin boards with locks to post your official documents. The bulletin boards may be located at the place where the board holds public meetings and the fire and police departments' central station.

All documents posted by the civil service board are to have an official statement, "do not remove by order of the municipal fire and police civil service board".

SAMPLE POSTING NOTICE FOR A BOARD MEETING SAMPLE

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

WILL HOLD ITS NEXT REGULAR MEETING

Thursday, March 29, 2004, @ 6:30 p.m.

at the Main Fire Station located on 3580 Main Street

AGENDA

1. Roll Call

2. Approval of minutes of meeting held on January 13, 2004.

3. Old business

- a. Continue discussing the proposed amendments to the board rule on annual leave (Rule X) and consider posting amendments to this rule for a public hearing. This discussion began at the November 22, 2003, meeting but no decision was made.
- b. Public hearing for amendments to the Firefighter classification plan as posted February 10, 2004, through March 29, 2004.

4. NEW BUSINESS

- a. Approval of applications for Fire Captain examination to be administered on April 23, 2004.
- b. Letter from State Examiner's Office recommending amendments to qualification requirements for the classification of Fire Chief.
- c. Review any Firefighter test scores (along with the individual's application) reported to the board.

Post at the Main Fire Station March 24, 2004, through March 29, 2004

<p>DO NOT REMOVE BY ORDER OF THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD</p>
--

<p>? REMINDER ? (do not include this in your posting)</p>
--

<p>Posting notices for your board meetings must state if the meeting is a regular or special meeting, the date, time, and place of the meeting, and the agenda for the meeting. In accordance with the open meeting laws, the board's agenda must be reasonably clear so as to advise the public in general terms of each subject to be discussed. Regular meetings are posted for at least 5 days prior to the meeting. Special meetings are posted for at least 24 hours prior to the meeting.</p>

SAMPLE MINUTES OF A CIVIL SERVICE BOARD MEETING SAMPLE

The Avondale Municipal Fire and Police Civil Service Board met in regular session at 6:30 p.m. on March 29, 2004, at Main Fire Station located on 3580 Main Street.

Present were: Jane Smith, Chairman
Robert Harris, Vice Chairman
Mark Jamison, Fire Department Representative
Barbara Howell, Police Department Representative

Absent were: Francis Thomas, Member

Also present: Susan Allen, Secretary
Sidney Brown, Fire Chief
Myra Simpson, Administrative Assistant to the Mayor

APPROVAL OF MINUTES

The secretary read the minutes of the previous meeting of January 13, 2004. Robert Harris moved that the minutes be approved as read, Barbara Howell seconded the motion, and all were in favor.

OLD BUSINESS

1. Proposed amendments to annual leave board rule (Rule X, Section J)

The board continued the discussion on the proposed amendments to the board rule on annual leave. Mark Jamison made a motion to post the proposed amendments as the Office of State Examiner recommended and to hold a public hearing on May 15, 2004. Barbara Howell seconded the motion, and all voted in favor. Chairman Smith instructed Ms. Allen to post the following for public hearing:

Add as last sentence to existing Rule X, Section J (1): "No cash payment may be made in lieu of vacation until such time as the employee is separated from employment."

2. Public hearing on posted amendments to the class of Firefighter

Chairman Smith opened the public hearing to consider amending the Firefighter classification plan. He asked if anyone had any comments on the posted amendments before the board entertained a motion on this issue. No comments for or against the amendments. Chairman Smith made a motion to adopt the amendments as posted. Mark Jamison seconded the motion and all voted in favor. Board adopted amendments to Firefighter as follows:

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

NEW BUSINESS

1. Review of applications for admission to the Fire Captain examination to be administered on April 23, 2004

Susan Allen presented the chairman with the applications she received for the Fire Captain's examination. Chairman Smith read the qualification requirements for this class and passed out a copy to all board members present. After each board member reviewed the applications, Chairman Smith stated that Jennifer Brantley turned her application in after the deadline and in accordance with civil service law the board cannot accept her application. He then made a motion to approve all applications, except Ms. Brantley's; as all the applications were handed in prior to the application deadline and all applicants met the requirements of the class. Robert Harris seconded the motion and all were in favor. The chairman instructed the secretary to send a roll call to the Office of State Examiner, send notification to all approved applicants, and post a roll call at the fire station.

2. Letter received from the Office of State Examiner

Chairman Smith asked if all board members had received a copy of the letter dated February 1, 2004, from the Office of State Examiner. All board members had a copy. The letter recommends amendments to the qualification requirements for the class of Fire Chief. Chairman Smith advised that these amendments were recommended due to a recent review of our classification plan. After the letter was reviewed and there was some discussion, Robert Harris made a motion to post for public hearing to consider these amendments at their May 15, 2004, meeting. Barbara Howell seconded the motion, and all were in favor. Chairman Smith instructed Ms. Allen to post these proposed amendments along with the proposed amendments to the civil service board rules for public hearing to be held on May 15, 2004, and to send a copy of same to all parties who require such.

3. Request for approval of reported test scores

Susan Allen presented a request from the Police Chief to add the name of William Boudreaux to the current eligibility list for Police Officer. The board was given an application completed by Mr. Boudreaux and a copy of his grade notification verifying that he took an examination in Bossier City on July 20, 2003, and received a score of 93. The board reviewed the application and reported test score and determined that the applicant met all state and local requirements. Barbara Howell made a motion that the applicant be placed on the eligibility list for Police Officer. Robert Harris seconded the motion and all voted in favor.

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Myra Simpson requested that a letter from Mayor Thomas be added to the agenda. Chairman Smith made a motion to add this item to the agenda, Barbara Howell seconded the motion and all were in favor. Ms. Simpson presented a request from the mayor to call for examinations for Fire Equipment Operator, Fire Communications Officer, Police Officer, and Police Captain. Robert Harris made a motion to contact the State Examiner's Office and schedule the requested examinations. Mark Jamison seconded the motion and all were in favor. The secretary was instructed to post and advertise for these examinations as appropriate and to write to the State Examiner's Office as soon as possible requesting an examination date.

Chairman Smith asked if there was any further business to come before the board. There was none so Chairman Smith made a motion to adjourn the meeting. Mr. Harris seconded. All were in favor.

Minutes submitted by

Susan Allen, Secretary
April 2, 2004

Approved by the board

Unapproved at this time

**? PLEASE NOTE ?
(not to be included in your minutes)**

These sample minutes are not intended to include all items which your board may address at a civil service board meeting. They are only intended to serve as a guide for format.

Minutes must be typed with sufficient detail to inform the public of the nature of the actions taken or deliberated by the civil service board.

We suggest that your board type minutes even when you were unable to conduct business as there was no quorum present. These minutes will provide the board with a record that you attempted to hold a meeting or public hearing. The minutes will reflect members present and absent and will include a statement that there was no quorum so the meeting was adjourned and no business was conducted.

Please send an *unapproved* copy of your civil service board minutes to the State Examiner's Office *as soon as possible*. This will enable our office to offer you timely assistance.

STATE LAW CONCERNING PUBLIC MEETINGS

The following is an excerpt from Revised Statutes 42:5 through 42:7 concerning public meetings.

R.S. 42:5 Meeting of public bodies to be open to the public

- A. Every meeting of any public body shall be open to the public unless closed pursuant to R.S. 42:6, R.S. 42:6.1, R.S. 42:6.2.
- B. Each public body shall be prohibited from utilizing any manner of proxy voting procedure, secret balloting, or any other means to circumvent the intent of R.S. 42:4.1 through R.S. 42:8.
- C. . . .
- D. Except school boards, which shall be subject to R.S. 42:5.1, each public body conducting a meeting is subject to the notice requirements of R.S. 42:7(A) shall provide an opportunity for public comment at such meeting, subject to reasonable rules, regulations, and restrictions as adopted by the public body.

Amended by Acts 1976, No. 665, Section 1; Acts 1977, No. 707, Section 1; Acts 1978, No. 456, Section 1; Acts 1979, No. 681, Section 1; Acts 1981, Ex.Sess., No. 21, Section 1, eff. Nov. 19, 1981, Acts 2001, No. 285, Section 1.

R.S. 42:6 Executive Sessions

A public body may hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given pursuant to R.S. 42:7, of two-thirds of its constituent members present. An executive session shall be limited to matters allowed to be exempted from discussion at open meetings by R.S. 42:6.1; however, no final or binding action shall be taken during an executive session. The vote of each member on the question of holding such an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting. Nothing in this Section or R.S. 42:6.1 shall be construed to require that any meeting be closed to the public, nor shall any executive session be used as a subterfuge to defeat the purposes of R.S. 42:4.1 through R.S. 42:8.

Amended by Acts 1976, No. 665, Section 1; Acts 1977, No. 707, Section 1; Acts 1979, No. 681, Section 1.

R.S. 42:6.1

Exceptions to open meetings

- A. A public body may hold an executive session pursuant to R.S. 42:6 for one or more of the following reasons:
- (1) Discussion of the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting and that such person may require that such discussion be held at an open meeting, and provided that nothing in this Subsection shall permit an executive session for discussion of the appointment of a person to a public body. In cases of extraordinary emergency, written notice to such person shall not be required; however, the public body shall give such notice as it deems appropriate and circumstances permit.
 - (2) Strategy sessions or negotiations with respect to collective bargaining, prospective litigation after formal written demand, or litigation when an open meeting would have a detrimental effect on the bargaining or litigating position of the public body.
 - (3) Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices.
 - (4) Investigative proceedings regarding allegations of misconduct.
 - (5) Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, the repelling of invasions, or other matters of similar magnitude.
 - (6) ...
 - (7) ...
 - (8) ...
 - (9) Presentations and discussions at meetings of civil service board of test questions, answers, and papers produced and exhibited by the Office of State Examiner, Municipal Fire and Police Civil Service, pursuant to R.S. 33:2492 and 2552.
- B. ...
- C. The provisions of R.S. 42:4.1 through R.S. 42:12 shall not prohibit the removal of any person or persons who willfully disrupt a meeting

to the extent that orderly conduct of the meeting is seriously compromised.

D. ...

Added by Acts 1976, No. 665, Section 1. Amended by Acts 1979, No. 681, Section 1; Acts 1982, No. 215, Section 1. Amended by Act 389, June 30, 1989.

R.S. 42:7 Notice of meetings

- A.(1)(a) All public bodies, except the legislature and its committees and subcommittees, shall give written public notice of their regular meetings, if established by law, resolution, or ordinance, at the beginning of each calendar year. Such notice shall include the dates, times, and places of such meetings.
 - (b)(I) All public bodies, except the legislature and its committees and subcommittees, shall give written public notice of any regular, special, or rescheduled meeting no later than twenty-four hours before the meeting.
 - (ii) Such notice shall include the agenda, date, time, and place of the meeting, provided that upon approval of two-thirds of the members present at a meeting of a public body, the public body may take up a matter not on the agenda.
 - (iii) Following the above information there shall also be attached to the written public notice of the meeting, whether or not such matters will be discussed in an executive session held pursuant to R.S. 42:6.1(A)(2):
 - (aa) A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.
 - (bb) A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.
 - (iv) In cases of extraordinary emergency, such notice shall not be required; however, the public body shall give notice of the meeting as it deems appropriate and circumstances permit.
2. Written public notice given by all public bodies, except the legislature and its committees and subcommittees, shall include, but need not be limited to:

- a. Posting a copy of the notice at the principal office of the public body holding the meeting, or if no such office exists, at the building in which the meeting is to be held; or by publication of the notice in an official journal of the public body no less than twenty-four hours before the meeting.
- b. Mailing a copy of the notice to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the public body.

B. . . .

Amended by Acts 1972, No. 669, Section 1; Acts 1976, No. 665, Section 1; Acts 1977, No. 707, Section 1; Acts 1979, No. 681, Section 1; Acts 1981, Ex.Sess., No. 21, Section 1, eff. Nov. 19, 1981. Amended by Act 390, June 30, 1989.

STATE LAW CONCERNING MINUTES OF PUBLIC MEETINGS

The following is an excerpt from Revised Statutes 42:7.1 through 42:8 Concerning minutes of public meetings.

R.S. 42:7.1 Written minutes

- A. All public bodies shall keep written minutes of all of their open meetings. The minutes to be kept by the legislature and legislative committees and subcommittees shall be governed by the provisions of R.S. 42:7.2. The minutes of all other public bodies shall include, but need not be limited to:
 - (1) The date, time, and place of the meeting.
 - (2) The members of the public body recorded as either present or absent.
 - (3) The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken.
 - (4) Any other information that the public body requests be included or reflected in the minutes.
- B. The minutes shall be public records and shall be available within a reasonable time after the meeting, except where such disclosures would be inconsistent with R.S. 42:6, R.S. 42:6.1, and R.S. 42:6.2, or rules adopted under the provisions of R.S. 42:7.2.

Added by Acts 1976, No. 665, Section 1. Amended by Acts 1981, Ex.Sess., No. 21, Section 1, eff. Nov. 19, 1981.

R.S. 42:8. Sonic and video recordings; live broadcast

- A. All or any part of the proceedings in a public meeting may be video or tape recorded, filmed, or broadcast live.
- B. A public body shall establish standards for the use of lighting, recording or broadcasting equipment to insure proper decorum in a public meeting.

Amended by Acts 1972, No. 669, Section 1; Acts 1989, No. 172, Section 1.

SECTION IV

SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD MEMBERSHIP

Special provisions for the membership of the Shreveport Municipal Fire and Police Civil Service Board provided for in Louisiana Revised Statute 33:2476.1

SPECIAL PROVISIONS FOR THE MEMBERSHIP OF THE SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

In the 1999 Regular Legislative Session, R.S. 33:2476.1 was enacted, by Act 1190, to provide for the composition of the Shreveport Municipal Fire and Police Civil Service Board. This law also provides for the terms of the members and vacancies on the board, a quorum, and related matters regarding the board membership. Act 1190 was amended in the 2000 Regular Legislative Session to delete Section 3 which removed the termination date of the provisions of R.S. 33:2476.1. Below we have provided a copy of this law as enacted and amended for the convenience of individuals from the City of Shreveport and for any others who may be interested in this information.

33:2476.1. Shreveport fire and police civil service board

- A. Notwithstanding the provisions of R.S. 33:2476, the members of the Shreveport municipal fire and police civil service board shall be appointed by the governing authority of the municipality as follows:
- (1) One shall be appointed by the governing authority upon its own nomination.
 - (2) Two members shall be appointed from a list of nominees submitted by the chancellor of Louisiana State University at Shreveport and two shall be appointed from a list of nominees submitted by the chancellor of Southern University at Shreveport. Each chancellor shall submit two nominations for each position which is to be filled. Such nominations shall be made within sixty days of request, made by certified letter, for such list. If a list of nominations is not submitted within sixty days after submission of request for such list, such failure shall be considered a failure to perform a ministerial duty required by law of a public official or corporate officer. To this end, the district attorney for Caddo Parish shall provoke the issuance of a writ of mandamus to compel the official or officer to act as provided by law.
 - (3) In an effort to ensure that the board is sensitive to concerns of all of the citizens of the municipality, the governing authority shall make appointments pursuant to Paragraphs (1) and (2) of this Subsection so as to provide that membership on the board will reflect the ethnic and cultural diversity of the population of the municipality.
 - (4) The governing authority shall appoint four members who have been nominated and elected by and from the regular employees of the fire and police departments as follows:
 - (a) Two members shall be elected and appointed from the fire department, and two members shall be elected and

appointed from the police department. The employee-nominees from each department shall be elected by secret ballot of the regular employees of their respective department at an election to be called and held for that purpose by the chief of the department. In such an election, each voting employee shall cast two votes and may distribute them among candidates in any manner the voter chooses, including casting both votes for a single candidate. The two candidates receiving the most votes shall be elected.

(b) The chief of each department shall call such an election within forty-five days after the effective date of this Paragraph by posting, for a fifteen-day continuous period immediately preceding the election, a notice thereof on the bulletin board of each station house of his department. The chief shall officially notify the governing authority of the municipality, within the ten-day period immediately following the election, of the names of the employee-nominees so elected.

©) The chief of the department shall vote in the election only in the case of a tie vote.

- B. The terms of members appointed pursuant to Subsection A of this Section shall be three years except that the initial terms of such members shall be as follows: the member appointed on the governing authority's own nomination shall serve three years; the members appointed from nominees submitted by the executive head of a college or university shall serve two years; and the employee members shall serve one year.
- C. Any single vacancy in an employee-member position on the Shreveport board which occurs prior to the expiration of a term shall be filled by election-nomination and appointment as provided in Paragraph A(4) of this Section except that each voting employee shall cast a single vote.
- D. In Shreveport, five members of the board shall constitute a quorum, and the concurring votes of a majority of those present and voting, a quorum being present, shall be sufficient for the decision of all matters to be decided or transacted by it.

Added by Acts 1999, No. 1190, § 1, Amended by Acts 2001, No. 505 § 3

SECTION V

THE RULES OF THE BOARD

What are the rules of the board?

The classification plan

The civil service board rules

Amending the rules of your board (the classification plan and the board rules)

Sample of the notice of public hearing on proposed revisions to a class in the classification plan

Sample of the notice of public hearing on a proposed new class to be added to the classification plan

Sample of the notice of public hearing on proposed revisions to the civil service board rules

WHAT ARE THE RULES OF THE BOARD?

The rules of the board consist of a classification plan and a “set” of board rules which are adopted and amended by your board. *The rules of your board have the force and effect of law provided they are not contrary to or do not violate any of the provisions of civil service law, federal or state laws.* On the next five pages, we will explain the classification plan and the board rules and discuss the procedures to adopt and/or amend these.

In accordance with **R.S. 33:2538 or 33:2478**, each civil service board may adopt and administer rules and regulations necessary or beneficial to carry out the provisions of civil service laws. If required by civil service law, the board must adopt such rules and regulations.

THE CLASSIFICATION PLAN

Municipal Fire and Police Civil Service Law (**R.S. 33:2543 or R.S. 33:2483**), requires each local civil service board to adopt a classification plan for the fire and/or police service under its jurisdiction. These classification or "class" plans consist of classes to be designated by standard titles or ranks, or a combination of these, for all positions included in the classified service. The classification plan is divided into groups of classes, arranged so as to show the principal and natural lines of promotion and demotion. A classification plan book is developed for each municipality in the municipal fire and police civil service system. This book will include a job description for each class in the classified service for the municipality.

"Class," as used in the municipal fire and police civil service system, does not mean the same as "position." "**Position**" means an employment within a class for which one person performs the duties. "**Class**" refers to a specified kind of employment in the classified service which includes positions, or a group of positions, that are so nearly alike in the nature of their duties, responsibilities, and qualification requirements, that they may be reasonably treated alike for classification purposes. In other words, your department will have a position or positions within each class in the classified service. The job description for a class, therefore, may include duties which are not performed by all persons in positions of the class.

The job descriptions included in the classification plan provide for the distinguishing features of the class, examples of the types of duties performed by individuals in positions of the class, and the qualification requirements for the class.

- ! Distinguishing features of the class include general statements which describe the type of class (line, administrative, communications classes, and specialty), outline the most important duties of the class, locate the class in terms of lines of authority, and note any unusual conditions or requirements of the class.
- ! Examples of work describe the duties of the class and include only general examples of the work. The examples are not intended to include all of the duties which may be required in positions of the class.
- ! The qualification requirements provide for the requirements which an individual must meet before being admitted to the civil service examination for the class. Your board may also include requirements which an applicant must meet after offer of employment but before beginning work in the class such as a medical examination required by the appointing authority. These requirements must include the conditions for admission to an examination mandated by civil service law such as being a citizen of the United States of America. They may also include other conditions adopted by your civil service board such as a minimum age requirement. These classification plans may be amended or new classes added and existing classes abolished as described on pages 44 through 46.

THE CIVIL SERVICE BOARD RULES

Your board will want to consider adopting rules which are necessary to carry out effectively the provisions of civil service. The rules will also provide assistance to the fire and/or police chief in the management of personnel issues. The employees of the fire and/or police department will also benefit from your board rules, as they too will have guidelines for some of the situations which occur during the course of their job. Your board, however, must adopt rules to provide for leaves of absence for the classified fire and police civil service employees. These rules must provide for annual leave and sick leave with pay, and for special leaves of absence with or without pay. Extended leaves of absence, with or without pay or reduced pay, for employees who are disabled due to an injury or illness which occurred on the job may also be adopted by your board as provided for in **R.S. 33:2557 or 33:2438**.

There are state general laws which require municipalities with specific population requirements and all fire protection districts, to provide fire and police personnel with annual and sick leave, holidays, and other related issues pertaining to the fire and police departments. In addition, there are federal laws which provide for other leaves of absences such as family medical leave and military leave with or without pay. The laws related to the fire and police service can be found in **R.S. 33:1961 through 33:2171 (fire)** and **R.S. 33:2191 thru 33:2371 (police)**. You may wish to visit the Louisiana Legislative website @ www.legis.state.la.us and go to link for Louisiana Laws (on the left side in blue area) and insert the title of the law (example: 33:1961, the title is 33) and the section number (example: 33:1961, the section is 1961).

When your board is considering the adoption of new board rules or an amendment to your existing board rules, you will have to take all federal and state laws into consideration **as the rules of your board have the force and effect of law provided they are not contrary to or do not violate any of the provisions of civil service law, federal or state laws.**

The State Examiner's Office has developed a set of sample board rules which your board may wish to consider for adoption. The Personnel Management and Classification Division will be glad to answer any questions you may have regarding board rules and we will be glad to provide your board with a set of sample rules. Just give us a call at 225-925-4409 or 925-4642.

On the next three pages, we explain the procedures for adopting or amending the rules of the board.

AMENDING THE RULES OF YOUR BOARD (THE CLASSIFICATION PLAN AND BOARD RULES)

At what time should your board adopt or amend the rules of the board and for what reasons? Listed below are a few situations when your board may be requested to amend the rules of the board.

- Occasionally, the State Examiner's Office will review a classification plan when checking a roll call or when responding to questions from individuals. If we find that a qualification requirement is in violation of civil service law or any other law or we feel your board may wish to consider amending a rule for various reasons, we will advise your board by letter and provide a tentative specification for the class affected if necessary.
- Many times our office will receive a phone call from your fire and/or police chief, appointing authority, a board member, or an employee from the fire and/or police department asking questions about one of their classification plans or their board rules. We may feel we need to make a recommendation to your board after reviewing either a classification plan or your board rules.
- An individual may request your board to amend any rule of your board and your board would want to consider the recommendation.
- Often we receive a request from your board to schedule an examination. If the examination is for a class which our office will need to conduct a job analysis in order to develop an examination designed specifically for your municipality, we will mail a questionnaire to the chief of the appropriate department for the employee(s) of the class to complete. If we find that amendments are needed in the classification plan for a particular class that we have analyzed, we will advise your board by letter and provide a proposed tentative specification for this class.

The staff of the State Examiner's Office is available to assist your board, your appointing authority, or the chief of your department(s) with any proposed amendments and to offer any advice or comments we feel are necessary concerning the rules of the board. If you would like assistance please call the Personnel Management and Classification Division at 225-925-4409 or 925-4642.

Procedures for amending the rules of your board:

"Amending" the rules of your board includes adding new classes and new rules to your "set" of board rules, abolishing existing classes or existing rules in your "set" of board rules, or revising existing classes or existing rules in your "set" of board rules.

- ? Request for an amendment to the rules of your board may be submitted to your board by the State Examiner's Office, one of the board members, the fire or police chief, the appointing authority, or any other interested citizen.

- ? At a board meeting, your board would review the proposed amendment. If your board agrees that the amendment is needed, they would pass a motion to post the proposed amendment for adoption at a public hearing and set a date for the public hearing.
- ? The board is required by law to prepare a posting notice for a public hearing on the proposed amendment and post the notice for at least thirty (30) days. *(see sample of a posting notices for a public hearing on pages 47, 48, and 49)*
- ? **The posting notice must:**
- include the time, date, and place of the public hearing.
 - include the amendment to be considered at the public hearing.
 - be posted at the location of the public hearing for at least thirty (30) days preceding the date of the hearing.
 - be posted on the bulletin board of each station for at least thirty (30) days preceding the hearing.
- ? **Your board must provide, at least thirty (30) days prior to the public hearing, a copy of the posting notice and the proposed amendment to:**
- the mayor.
 - the commissioner of public safety in your municipality, if there is such an office.
 - any other municipal commissioner whom the rule may in any way affect.
 - the parish governing authority *or* the fire protection district governing authority having jurisdiction over the fire service.
 - the fire and/or police chief and each station of the departmental services affected by the adoption of any such rule.
 - **the State Examiner's Office.**
- ? **The posting notice must be posted at the place of the public hearing at least thirty (30) days prior to the public hearing. Your board is *not* required to place the posting in the official journal.**
- ? Your board holds the public hearing as posted. At the hearing your board must give any employee of the classified service, the fire and/or police chief, the governing authority, the appointing authority, the State Examiner's Office, and any private citizen an opportunity to show cause why the proposed amendment should not be adopted. After any discussions, your board would proceed with one of the following:
- approve the adoption of the amendment as posted
 -
 - approve the adoption of the amendment with revisions
 -
 - reject and not adopt any of the proposed amendment

- adopt part of the proposed amendment and reject and not adopt the other parts of the proposed amendment
- you may determine to table the proposed amendment until a later date as one of the board members or another public official is absent or you want to have further discussions with our office before making a decision.

- ? **If your board is unable to hold the public hearing on the date provided for in the posting notice, you must give a notice of the postponement to the same officials who are required to receive the original posting notice and proposed amendment (as outlined in number 3 on the previous page). Your board must also post a notice of postponement with all the original posting notices and proposed amendment.**
- ? Within thirty (30) days of the adoption of the amendment, your board must furnish an official copy of the amendment to all individuals listed in number three above. Also, the board must post an official copy of the amendment at all the places listed in number three above in accordance with **R.S. 33:2538 or R.S. 33:2478**. Such copy may be furnished to the State Examiner's Office in the form of official minutes of the public hearing.
- ? The State Examiner's Office must be furnished a copy of the official minutes of the public hearing and an official copy of the amendment as adopted.
- ? The State Examiner's Office will make the amendment to your existing classification plan or "set" of board rules and provide your board with a new master in a form for inclusion in the official rules of the board. The board will need to make copies of the new master and distribute a copy to all individuals having the rules of your board and instruct the individuals that the obsolete pages are to be discarded.

Do you know why we have included codes and dates at the bottom of the pages of your classification plan and board rules? We include the dates and codes for a quick reference to identify the jurisdiction in which the class exists and the dates the board adopted and amended the classification plan or board rules. Below you will find examples and explanations of the codes and dates provided on the pages of the classification plan and board rule.

Example #1, if the last page of a rule of your board reads:

AD	01-22-79
Rev	10-01-83
	03-15-87
	06-05-98

this means that the Avondale (AD) Municipal Fire and Police Civil Service Board adopted this rule of the board on January 22, 1979, and amendments to this rule were adopted on October 1, 1983, March 15, 1987, and June 5, 1998. Therefore, June 5, 1998, is the last time that this rule was amended.

Example #2, if any other page of a rule of the board reads:

AD	06-05-98
----	----------

this means that the last time the Avondale (AD) Municipal Fire and Police Civil Service Board amended this rule of the board was on June 5, 1998.

SAMPLE SAMPLE SAMPLE SAMPLE

(PROPOSED REVISIONS TO A CLASS IN THE CLASSIFICATION PLAN)

NOTICE OF A PUBLIC HEARING

The Avondale Municipal Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to the classification plan of Fire Captain. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on May 15, 2004, @ 6:30 p.m. at the Main Fire Station located on 3580 Main Street.

Current qualification requirement reads: “Must be a regular and permanent employee in the class of Firefighter immediately preceding the application deadline.”

Proposed amendment: “Must be a regular and permanent employee in the class of Firefighter for two (2) years immediately preceding the application deadline.”

By direction of the chairman:

Susan Allen, Secretary

Post at the Main Fire Station April 1, 2004, through May 15, 2004

**DO NOT REMOVE BY ORDER OF
THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

**? REMINDER ?
(do not include this in your posting)**

All proposed amendments must accompany this notice. If the amendment is too lengthy to be included in the body of the posting notice, attach a copy of the proposed amendment to the posting notice. The posting notice is to include the time, date, and place of the public hearing, and the amendment to be considered at the public hearing. The notice must be posted at the location of the public hearing and the bulletin board of each station for at least thirty (30) days immediately preceding the date of the hearing. Your board must provide, at least thirty (30) days prior to the public hearing, a copy of the posting notice and the proposed amendment to the mayor, the commissioner of public safety in your municipality, if there is such an office, any other municipal commissioner whom the rule may in any way affect, the parish governing authority or the fire protection district governing authority having jurisdiction over the fire service, the fire and/or police chief and each station of the departmental services to be affected by the adoption of any such rule, and the *State Examiner's Office*.

The State Examiner's Office must be furnished a copy of the official minutes of the public hearing and an official copy of the amendments as adopted.

SAMPLE SAMPLE SAMPLE SAMPLE

(PROPOSED NEW CLASS TO BE ADDED TO CLASSIFICATION PLAN)

NOTICE OF A PUBLIC HEARING

The Avondale Municipal Fire and Police Civil Service Board will hold a public hearing to consider the adoption of the new class of Secretary to the Fire Chief. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on May 15, 2004, @ 6:30 p.m. at the Main Fire Station located on 3580 Main Street.

See attached copy of the proposed new specification for Secretary to the Fire Chief. This is a new competitive class the board is to consider adding to their current classification plan.

By direction of the chairman:

Susan Allen, Secretary

Post at the Main Fire Station April 1, 2004, through May 15, 2004

**DO NOT REMOVE BY ORDER OF
THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

**? REMINDER ?
(do not include this in your posting)**

All proposed amendments must accompany this notice. If the amendment is too lengthy to be included in the body of the posting notice, attach a copy of the proposed amendment to the posting notice. The posting notice is to include the time, date, and place of the public hearing, and the amendment to be considered at the public hearing. The notice must be posted at the location of the public hearing and the bulletin board of each station for at least thirty (30) days immediately preceding the date of the hearing. Your board must provide, at least thirty (30) days prior to the public hearing, a copy of the posting notice and the proposed amendment to the mayor, the commissioner of public safety in your municipality, if there is such an office, any other municipal commissioner whom the rule may in any way affect, the parish governing authority or the fire protection district governing authority having jurisdiction over the fire service, the fire and/or police chief and each station of the departmental services to be affected by the adoption of any such rule, and the *State Examiner's Office*.

The State Examiner's Office must be furnished a copy of the official minutes of the public hearing and an official copy of the amendments as adopted.

SAMPLE SAMPLE SAMPLE SAMPLE

(PROPOSED REVISIONS TO THE CIVIL SERVICE BOARD RULES)

NOTICE OF A PUBLIC HEARING

The Avondale Municipal Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to Rule X, Section J (1) of the civil service board rules. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on May 15, 2004, @ 6:30 p.m. at the Main Fire Station located on 3580 Main Street.

Add as the last sentence to existing Civil Service Board Rule X, Section J (1): “No cash payment may be made in lieu of vacation until such time as the employee is separated from employment.”

By direction of the chairman:

Susan Allen, Secretary

Post at the Main Fire Station April 1, 2004, through May 15, 2004

**DO NOT REMOVE BY ORDER OF
THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

**? REMINDER ?
(do not include this in your posting)**

All proposed amendments must accompany this notice. If the amendment is too lengthy to be included in the body of the posting notice, attach a copy of the proposed amendment to the posting notice. The posting notice is to include the time, date, and place of the public hearing, and the amendment to be considered at the public hearing. The notice must be posted at the location of the public hearing and the bulletin board of each station for at least thirty (30) days immediately preceding the date of the hearing. Your board must provide, at least thirty (30) days prior to the public hearing, a copy of the posting notice and the proposed amendment to the mayor, the commissioner of public safety in your municipality, if there is such an office, any other municipal commissioner whom the rule may in any way affect, the parish governing authority or the fire protection district governing authority having jurisdiction over the fire service, the fire and/or police chief and each station of the departmental services to be affected by the adoption of any such rule, and the *State Examiner’s Office*.

The State Examiner’s Office must be furnished a copy of the official minutes of the public hearing and an official copy of the amendments as adopted.

SECTION VI

EXAMINATIONS

Most frequently asked questions concerning examinations and eligibility lists

Procedures for scheduling make-up examinations for employees returning from military leaves of absence without pay

Guidelines for the exam site

Sample posting notice for a competitive examination

Sample of public notice to place in the official journal for a competitive examination

Sample posting notice for a promotional examination

Sample posting notice for a promotional examination with a waiver

Copy of the application for competitive examination

Copy of the application for promotional examination

Sample of the attachment to all applications for examinations

Sample letter to use when notifying an applicant that he/she has been approved by the board to be admitted to a competitive examination

Sample bulletin board posting notice to notify all applicants who the board has approved to be admitted to a promotional examination

Sample letter to use to send to the Office of State Examiner to report the roll call for an examination

Sample letter to use to send to the Office of State Examiner to report an addition to a roll call for an examination

Sample follow-up letter to send to the Office of State Examiner with instructions on an applicant who was conditionally admitted to an examination who was not on the roll call

Sample follow-up letter to send to the Office of State Examiner with instructions on an applicant who was conditionally admitted to an examination without proper identification

Sample letter to use when requesting an examination be administered to an employee who missed an examination when he/she was on military leave

Sample copy of a grade sheet

MOST FREQUENTLY ASKED QUESTIONS CONCERNING EXAMINATIONS AND ELIGIBILITY LISTS

HOW OFTEN SHOULD YOUR BOARD CALL FOR AN EXAMINATION?

Your board has the responsibility and authority to call for promotional and competitive examinations in order to establish employment lists in accordance with **R.S. 33:2552 or R.S. 33:2492**. Examinations for *competitive classes* are given as the needs of the service require. For example, if your fire/or police department has a high turnover in an entrance level competitive class, your board will probably need to call for an examination in this class more frequently. Or, if the eligibility list for an entrance level competitive class does not have enough names for the appointing authority to choose from, your board will need to call for an examination in this class even if an examination was recently administered. Examinations for *promotional classes* are given as the needs of the service require and *must* be given at least one time during each successive period of eighteen (18) months.

When it has been fourteen (14) months since our office has administered a promotional examination, we advise your board to call for the examination as it will take sixty days or more to post for the examination, accept and approve applications, and notify approved applicants. Additionally, as our office serves ninety-six jurisdictions, we need ample time to develop examinations and to add your jurisdiction to our testing schedule. It is usually ninety to one-hundred and twenty (90 - 120) days from the time that we receive your request until we are able to schedule the examination. *Your civil service board has an independent responsibility to call for examinations in accordance with civil service law.* The appointing authority may request your board to call for an examination for a class or classes; however, your board does not have to wait for the appointing authority to request an examination.

Your board may call for an examination when an eligibility list for a promotional class has been exhausted and your board feels that there is a demonstrated need to call for the examination. We advise that a demonstrated need occurs when the appointing authority notifies the civil service board that there is a permanent vacancy in a class which he anticipates filling, **or** a provisional appointment has been made to a position in that class.

In accordance with civil service law, the minimum period for which a name may remain on a promotional employment list is twelve months. Therefore, we advise that your board cannot call for a promotional examination if a name still remains on the list and it has been less than twelve months since you approved the eligibility list.

HOW DOES YOUR BOARD POST FOR AN EXAMINATION?

Your board must post an examination notice for at least thirty (30) days prior to the deadline for accepting applications. The notice for both a competitive and promotional examination must be posted on all departmental bulletin boards of the respective department or, if available, in your board's locked bulletin board in the departments. *(see sample of posting notices for competitive examinations on page 64 and promotional examinations on page 67)*

? **The posting notice must include:**

- the class for which the test will be given.
- whether the examinations are competitive or promotional.
- the final date on which applications for admission to the test will be received.
- information on where to pick up and return your completed application.
- list of all documents which your board requires the applicant to attach to a competitive and/or promotional application to be considered for admission to the examination (a copy of the applicant's voter registration card (if required by civil service law, high school diploma or GED equivalency certificate, drivers license, etc.).
- **a list of the qualification requirements. *This list will include all qualification requirements in the class plan as adopted by your civil service board*** If your board waived any of the qualifications requirements for the examination, the posting notice must *also* include the qualification requirements as the board waived them for that exam only. Please see page 54 "WHEN SHOULD THE QUALIFICATION REQUIREMENTS FOR A PROMOTIONAL EXAMINATION BE WAIVED BY YOUR BOARD?"

In addition, public notice of all competitive examinations must be placed in the official journal of the jurisdiction at least four (4) times during the thirty (30) day period prior to the final date for accepting applications. The posting notice does not have to be run in the legal section. *(see sample of public notice to place in the official journal for competitive examinations on pages 66)*

? **The public notice you place in the official journal must include:**

- the class for which the test will be given.
- that the examination is competitive.
- the final date on which applications for admission to the test will be received.
- information on where to pick up and return your application and a list of qualification requirements that must be met for admission to the examination.

? REMINDER ?

Notices for competitive examinations must be posted on all departmental bulletin boards of the respective department or, if available, in your board's locked bulletin board in the department and must be placed in the official journal of the jurisdiction at least four (4) times during the thirty (30) day period prior to the final date for accepting applications.

Notices for promotional examinations are posted on the departmental bulletin boards of the respective department or, if available, in your board's locked bulletin board in the department. Your board is not required to place the notice in the official journal.

Please send a copy of all posting notices to the State Examiner's Office as soon as they are prepared so we may advise the board if we feel that any changes are needed.

HOW IS AN EXAMINATION SCHEDULED?

After your board calls for an examination, please call or write our office as soon as possible to request the scheduling of the examination. When your board notifies our office, we will need the following information:

- The classes to be examined.
- The final date for receiving applications.
- A copy of the posting notice for the exam(s).
- If your board is calling for a Firefighter and/or Police Officer examination, please provide our office with the name and telephone number of an individual that applicants may contact for applications and other instructions. This information is available twenty-four hours a day by calling **(225) 925-4567** or visiting our website @ www.ose.louisiana.gov.

Our office will notify your board secretary by letter of the date and time an examination is scheduled. We make every effort to process your examination request and notify your board of the scheduling within a week from the date that we receive your request. However, there are times when the scheduling of your examination will be delayed due to the time it takes to verify our records and advise your board of any problems. If it has been over two weeks since you notified our office and you have not received your scheduling letter, please call us so we may check on your request.

After your board receives the schedule for the examination, you will need to reserve a testing site with accommodations adequate for the number of applicants to be tested. (see *Guidelines for the Exam Site on page 63*)

WHEN SHOULD THE QUALIFICATION REQUIREMENTS FOR A PROMOTIONAL EXAMINATION BE WAIVED BY YOUR BOARD?

When your board calls for promotional examinations, there may be situations that will require your board to waive, for one examination only, one or more of the qualification requirements of a class in order to create an eligibility list. When your board determines that there may be a need to waive the requirements for a promotional examination, we suggest that your board consider the following:

? Is there a permanent vacancy which the appointing authority anticipates filling?

- ? NO WAIVER IS NEEDED if your board determines it is time to call for an examination in a promotional class in accordance with civil service law, there is *not* a permanent vacancy in the class and there is no need to create an eligibility list. Your board would call for the examination without a waiver, even if no employee is eligible, to meet the requirements of civil service law.
- ? A WAIVER IS NEEDED if your board determines there is a permanent vacancy in the class, there is a need to create an eligibility list, and no employee is eligible according to your adopted qualification requirements (see #2 which follows).

? Are there more vacancies in the class than there are employees eligible?

- ? NO WAIVER IS NEEDED if your board determines an adequate eligibility list may be established to fill the existing or anticipated vacancies in the class according to your adopted qualification requirements. In other words, if there are two vacancies in a class and there are two or more employees eligible, your board does not need to waive any qualification requirements.
- ? A WAIVER IS NEEDED if there are not enough employees eligible to establish an adequate eligibility list, according to your adopted qualification requirements, to fill the existing or anticipated vacancies in the class.

? If an employee or employees failed the last examination, are there any additional employees now eligible to take the examination?

- ? NO WAIVER IS NEEDED if your board determines there are enough additional employees now eligible, according to your adopted qualification requirements, to take the examination and establish an adequate eligibility list to fill the existing or anticipated vacancies in the class.
- ? A WAIVER IS NEEDED if there are existing or anticipated vacancies in the class and the same employees who failed the last examination are the only employees eligible again.

? PLEASE NOTE ?

In the event that your board determines the need to waive the requirements for an examination, our office advises that such waivers be incremental and extended to employees only as reasonably necessary to establish an eligibility list.

When your board waives the requirements for an examination, the waiver is only valid for that examination only. Any future waivers will have to be considered by the board at that time.

? REMINDER ?

Your board votes on the waiver at the time you call for the examination and before you begin posting for the examination. The posting notice for the examination **MUST include the one-time waiver of qualification requirements. *(see a sample of a posting notice with a waiver on page 69)***

Our office requests a copy of the posting notice so that we may properly record the waiver in our records, and, if necessary, make any recommendations to the board.

HOW DOES THE BOARD DISTRIBUTE APPLICATIONS FOR AN EXAMINATION?

Our office supplies your board with applications for competitive and promotional examinations. We suggest that your board designate its secretary to mail applications to individuals and, if possible, to distribute applications to individuals who wish to obtain one in person. If your board secretary is not available to distribute applications during work days, your board will need to designate an individual to distribute applications during the work day. This is normally handled by the secretary to the chief or a board member.

We suggest that your board never deny an individual an application. If your board is not posting for an examination and an individual returns a completed application, you may hold the application until you post for an examination. Suggest to the individual that he/she may wish to continue looking in the paper for an advertisement for the next examination and consider completing another application so that all information will be up-to-date.

? REMINDER ?

The posting notice must include a list of all the documents that an applicant is required to attach to a competitive or promotional application so that your board may verify that he/she meets the qualification requirements of the class.

Before distributing applications, we suggest that your board staple a list of the documents required so that the applicant will know exactly what is needed by your board. *(see a sample of this attachment on page 78)*

HOW DOES THE BOARD ACCEPT APPLICATIONS?

Sometimes it gets a little hectic when applicants are allowed to give their completed application to one of several individuals in the department. To help with the misplacement of applications, ***we suggest that your board require completed applications to be either mailed to your board's post office box or you may provide a locked box in a designated office, usually that of the secretary to the chief, where applicants can insert their completed applications. A representative of your board may regularly collect the applications.***

? PLEASE NOTE ?

Completed applications are the property of the civil service board and are to remain with the civil service board's records. This office recommends that the board keep these applications for a period of ten (10) years, but no less than five (5) years. Your board may wish to consult its attorney on advice relating to retaining public documents.

WHAT ABOUT STUDY GUIDES FOR EXAMINATIONS?

Our office will send, with your scheduling letter, a pre-examination booklet for each competitive entry-level examination and a study guide for specific promotional examinations that we have scheduled. As some competitive examinations and many promotional examinations require our office to conduct a job analysis in order to develop an examination specifically designed for your jurisdiction, the study guides for these examinations will be sent to your board approximately six (6) weeks prior to the examination date. ***A copy of the pre-examination booklets and study guides should be immediately made available to every applicant in whatever manner the board deems appropriate.***

WHAT ARE THE PROPER PROCEDURES TO APPROVE APPLICATIONS?

Your board will meet to review the applications as soon as possible after the final date for accepting applications and determine who is eligible to be admitted to the scheduled examination.

? In reviewing the applications, the board *must* reject any application if:

- the application was received after the final date for accepting applications.
- the applicant does not meet all requirements of civil service law, such as being a citizen of the United States of America, and, if of legal age, a qualified elector of the State of Louisiana (if required).
- the applicant does not meet all the qualification requirements of the class.
- the applicant did not attach copies of all the required documents to the application. *If your board has a scheduled meeting prior to the examination date, you may wish to notify the applicant that he/she must submit the documents by a specified date and time prior to your meeting in order to verify that he/she meets the qualification requirements of the*

class. Of course, if the documents are not submitted in time, then your board would reject his/her application.

? **In reviewing the applications, the board *may* reject any application if:**

- your board finds reasons in accordance with the provisions of **R.S. 33:2553(5) or 33:2493(E)**.

? PLEASE NOTE ?

We strongly urge your board *NOT* to interview applicants to determine (subjectively) if they are good candidates for the job or for any other reason. The appointing authority is the employer and is responsible for interviewing applicants.

We strongly urge your board *NOT* to run a background check on any applicant to determine if they are eligible to take an examination. The appointing authority is the employer and is responsible for the hiring of an individual.

WHAT IF AN APPLICANT REQUESTS SPECIAL TESTING ACCOMMODATIONS?

If any applicant requests special testing accommodations because of a disability which inhibits a major life activity, the applicant must attach a written request to the application which identifies the specific accommodations requested. Attached to the request should be written documentation of the applicant's disability from a doctor, psychologist, rehabilitation counselor, occupational or physical therapist, or other professional with knowledge of the applicant's functional limitations. Your board will review the application and determine if the applicant meets the qualification requirements of the class and if you have the proper documentation to grant his/her special accommodations.

Special accommodations may require your board to provide a separate facility which is in close proximity to the original test site, a reader, or any other accommodations which have been documented and requested by the applicant.

? PLEASE NOTE ?

In order for our office to adequately prepare for testing an applicant with special accommodations, please notify our office at least thirty (30) days prior to the examination date or as soon as possible.

Our office will send an additional examiner to provide for the administration of the examination to the ADA applicant.

WHAT ABOUT THE ROLL CALL FOR AN EXAMINATION?

After your board approves applications, the secretary will compile a roll call for each examination scheduled. The roll call will contain an *alphabetical listing, by class*, of the applicants who were approved by your board to take the examination. The roll call is forwarded to our office along with information on the time and place that the examination will be administered, as well as the name of the board member who will be present at the examination to provide any necessary assistance. ***Please include the address of the exam site and a map.***

? PLEASE NOTE ?

In order for our office to have adequate time to prepare examinations, we request that your board forward the roll call and other necessary information to our office at least five (5) business days prior to the examination date. Failure to comply with this request *may* result in postponing the examination(s).

HOW DOES THE BOARD NOTIFY THE APPLICANTS OF THE DATE, TIME, AND PLACE OF THE SCHEDULED EXAMINATION?

All approved applicants must be notified of the date, time, and place of the scheduled examination at least five (5) days prior to the examination in any manner your board deems appropriate.

- ? Our office suggests that approved applicants for a ***competitive examination*** be notified by mail and post a copy of the roll call (names only) on the departmental bulletin boards of the respective department or, if available, in your board's locked bulletin board in the departments. (*see sample of the letter of notification to an applicant who has been approved to take a competitive examination on page 80*)
- ? Our office suggests that approved applicants for a ***promotional examination*** be notified by posting a copy of the roll call and a notice advising of the date, time, and place of the examination on the departmental bulletin boards of the respective department or, if available, in your board's locked bulletin board in the department. Your board may also wish to notify each applicant by mail. (*see a copy of the bulletin board notice for promotional examinations on page 81*) (R.S. 33:2552(1) or R.S. 33:2492(A))

WHEN WILL THE RESULTS FROM THE EXAMINATIONS BE RECEIVED BY THE BOARD?

After our office administers an examination and our examiner returns to the office, we will begin the grading process as soon as possible. The process normally takes three to five weeks. When the grades are finalized and signed by the State Examiner, we will mail the results to your board. ***Please do not advise individuals to call our office to ask when the board will receive results from an examination.***

An individual analysis of the performance of the each applicant who took the examination and a group analyses will be included with the results of a *promotional examination* only. *We request that the chief of the respective department distribute the analyses to the employees and encourage him/her to maintain this information in his/her records as we will be unable to provide duplicates prior to the next exam.*

? PLEASE NOTE ?

You will receive your grade sheets in a sealed envelope marked: “Official Civil Service Board Business. Test results enclosed and the Office of State Examiner recommends that this envelope remain sealed until your civil service board meeting”. “Confidential” will be stamped on the front and back of the envelope. In addition, we will place a seal over the flap of the envelope. This sealed envelope will be placed in a clasp envelope.

In the package we will also include a self-addressed and postage paid envelope containing the group analyses for each promotional examination administered. The envelope will be addressed to the chief of the respective department(s). We suggest that your board mail the group analyses to the chief(s) *after* you have approved the grades and they are official.

WHAT HAPPENS AFTER THE BOARD RECEIVES THE RESULTS?

Your chairman will need to schedule a meeting to review and approve the test results. The test results are not official and should not be released until approved by your board.

HOW LONG DOES A TEST SCORE REMAIN ON THE ELIGIBILITY LIST?

All test scores are valid for eighteen (18) months *from the date your board approves the eligibility list* unless your board has removed an individual's name from the eligibility list for reasons the board felt were sufficient or as provided for in **R.S.33:2553.5 or R.S.33:2493.E**.

- ? if your board removed a name from a competitive eligibility list because the applicant could not be located, or the applicant was not interested in the job at the time of the interview, or because the individual had his/her Firefighter or Police Officer test score reported to another jurisdiction, that individual may, at a later time, request his/her name be placed back on the eligibility list. If your board determines the test score is still **valid**, they may place the name back on the eligibility list.
- ? an individual whose name was removed from your eligibility list because for a reason listed above, that individual may still report his/her **valid** test score to other jurisdictions.

HOW ARE THE NAMES PLACED ON THE ELIGIBILITY LIST?

The names of the individuals who passed a *competitive examination* are placed on the competitive eligibility list for the class for which they were tested, from highest to lowest score according to their final test score (R.S. 33:2491.D or 33:2551.D).

Names of employees attaining a passing score on a *promotional examination* shall be placed upon the promotional employment list for the class for which they were tested according to their total departmental seniority order.

WHO RECEIVES VETERAN'S POINTS?

An individual who has served in the armed forces of the United States of America during the a war declared by the United States Congress or in a peacetime campaign or expedition for which campaign badges were authorized and has been discharged under honorable conditions, shall have five points added to a passing test score on a competitive employment list for the entrance or lowest ranking class in the classified service. **(Article X, Section 10 (A)(2) as amended by Acts of 1995, No. 1327, and effective November 23, 1995)** Proof of such service and discharge shall be required by the board in any manner it deems advisable.

If your board accepts an individual's application and reported test score and determines that the individual is qualified to receive veteran's points, you will add the five points to his/her original test score. *In other words, each jurisdiction is responsible for adding veteran's points to a test score. If there is any confusion, you may have to verify the individual's original test score to avoid adding the five points to a test score that has already been increased by veteran's points by the board where he/she originally took the examination.*

DOES THE BOARD NOTIFY THE STATE EXAMINER'S OFFICE AFTER APPROVAL OF THE TEST RESULTS?

After your board approves the test results of an examination, please forward the blue copy of the "Results of Examination" to our office. Please have the chairman or vice-chairman sign and date (date of approval) the blue copy. *(see sample grade sheet on page 87)*

HOW DOES THE BOARD NOTIFY THE APPLICANT OF TEST RESULTS?

After your board approves the examination results, each applicant who received a passing score shall be notified of his/her score and placement on the eligibility list for the class in any manner the board deems appropriate. **(R.S. 33:2552.8 or 33:2492.H)**

Although civil service law provides that you notify individuals who received a passing score, we suggest that your board mail each applicant who took a competitive or promotional examination, a letter of notification.

We also suggest that your board may wish to post on all departmental bulletin boards, a list of the names of the individuals who have passed the examination(s) as follows:

- ? names of individuals who passed a ***competitive examination*** are to be listed in order of their final test score. **The list *should not* include race and sex, social security number, or test score.**
- ? names of individuals who passed a ***promotional examination*** are to be listed in total departmental seniority order. **The list *should not* include race and sex, social security number, or test score.**

HOW DOES THE BOARD CERTIFY AN ELIGIBILITY LIST TO THE APPOINTING AUTHORITY?

After your board approves the examination results, you must certify to the appointing authority, the names on a competitive and promotional examination in the order provided in accordance with **33:2551.4 or R.S. 33:2491.D**

- ? Names of individuals with a passing score on a ***competitive eligibility list*** are certified to the appointing authority from highest to lowest according to final test scores.
- ? Names of individuals with a passing score on a ***promotional eligibility list*** are certified to the appointing authority in total departmental seniority order.

The appointing authority may request a current certified eligibility list from your board whenever there is a vacancy to be filled. **(R.S. 33:2554 or 33:2494)**

HOW LONG DOES AN INDIVIDUAL HAVE TO WAIT BEFORE TAKING ANOTHER EXAMINATION?

An individual has no waiting period for applying for an examination. For example, if an individual just took an examination two months ago, he/she may submit another application for admission to the next examination your board calls as long you approve his/her application.

- ? Every time an individual wants to take an examination, he/she must complete an application and attach all documents required by your board. In other words, the applicant must go through the same procedures every time he/she applies for an examination.

PROCEDURES FOR SCHEDULING MAKE-UP EXAMINATIONS FOR EMPLOYEES RETURNING FROM MILITARY LEAVE OF ABSENCE WITHOUT PAY

Upon his/her return to duty following military leave of absence without pay, a classified employee may apply for any **promotional test** which he or she missed, and for which he/she may have been otherwise qualified. The application must be submitted to the civil service board within a reasonable period of time following his/her return to duty as established by the board. If the application is approved, the board must contact the Office of State Examiner in order that the examination may be scheduled. Such examinations will be administered by the Office of State Examiner in their Baton Rouge office.

The following guidelines for admission to the examination must be followed:

- ? the employee must have been ***called to active duty*** and not on an annual two (2) week training period or any other type of military leave.
- ? the employee must complete an application and attach a copy of all required documents to his application
- ? your civil service board must meet to approve the employee's application.
- ? the employee must have met all the qualification requirements of your civil service board for this class at the original time this examination was given and would have been approved by the civil service board to take this examination had he not been on military leave.
- ? your board must notify our office in writing after you have approved the employee's application (*see a copy of the letter we request your board to use on pages 83*). Our office will administer the examination to the employee at our office in Baton Rouge and we will notify your board of the date and time of the examination.
- ? your board must notify the employee of the place of the examination and the date and time of the examination at least five (5) days prior to the examination.

Employees who would have been promoted had they not been on military leave should be immediately promoted. Upon the employee satisfying the working test period, the date of confirmation should be adjusted to the date that the employee would have been confirmed had he not been on military leave. *See examples of personnel action forms on page 112 and 146.* Please call our Personnel Management and Classification Division at (225) 925-4409 for further clarification on this.

GUIDELINES FOR THE EXAM SITE

When selecting your exam site, it is important to be observant of the surrounding conditions. Please select a building or room which will provide reasonable comfort and sufficient lighting, a setting free from distracting noises, and large enough to accommodate the ***total number of applicants on the roll call***. We request that chairs and tables be arranged so that all applicants will face one direction, and that these chairs be *positioned in a manner that will provide each applicant with sufficient space which will be conducive to the security and integrity of the testing environment*. When providing a separate facility for an ADA applicant, please make sure that it also meets the specifications outlined above for exam sites. It is your board's responsibility to make every effort to provide a *comfortable and quiet* testing environment in order for applicants to have an opportunity for success.

Personal Electronic/Telecommunication Devices at the exam site

In the interest of protecting the integrity and security of the examinations administered by the Office of State Examiner, and to prevent disruptions during the test, the Office of State Examiner has adopted the following policy:

Under no circumstance will any test applicant be permitted to enter the examining room with a personal electronic or telecommunication device. Prohibited devices include, but are not limited to: cellular telephones, digital pagers, PDA's (Palm Pilots), digital watches with photographic capabilities, or any other device capable of storing, sending, or receiving data. In the event that an examining official discovers any applicant to have any of the previously mentioned devices in his/her possession during the examination process, the applicant will be immediately disqualified from the examination and asked to leave the exam site.

We strongly recommend that this policy be included when notifying all approved applicants of the exact date, time, and location of the examination to be administered, so that such devices are not brought into the examination room.

SAMPLE . . . POSTING NOTICE FOR A COMPETITIVE EXAMINATION . . . SAMPLE

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

NOTICE OF A COMPETITIVE FIREFIGHTER EXAMINATION

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of Firefighter in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Avondale Municipal Fire and Police Civil Service Board.

Application forms may be obtained from Sally Jones, the Secretary to the Fire Chief, at the Main Fire Station located on 3580 Main Street.

Completed applications and the required attachments must be received by Sally Jones at the address listed above or mailed to P.O. Box 437, Avondale, Louisiana, 70852, **by July 11, 2004, at midnight**. Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

By direction of the chairman:

Susan Allen, Secretary

Post at all fire stations June 05, 2004, through July 11, 2004

<p>DO NOT REMOVE BY ORDER OF THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD</p>
--

THE CITY OF AVONDALE IS AN EQUAL OPPORTUNITY EMPLOYER

? REMINDER ?
(do not include this in your posting)

The posting notice for a competitive examination must include *all* qualification requirements as adopted by your civil service board at the time of posting.

The posting notice for a competitive examination must include a list of *all* documents that the applicant is required to attach to the application for your board to verify he/she meets the qualification requirements of the class. (examples: copy of voter registration card (if required by civil service law), copy of high school diploma or GED equivalency certificate, copy of driver's license, etc.) Must post this notice for at least thirty (30) days.

(manual continued on next page)

SAMPLE . . . PUBLIC NOTICE TO PLACE IN THE OFFICIAL JOURNAL . . . SAMPLE

February 24, 2004

The Avondale Daily News
P.O. Box 2203
Avondale, Louisiana 71123

To publisher:

Please run the following ad in the employment section of your newspaper on February 28, 2004, March 10, 2004, March 20, 2004, and March 30, 2004.

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of Firefighter/Operator in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Avondale Municipal Fire and Police Civil Service Board. Application forms and a list of the qualification requirements that must be met for admission to this examination may be obtained from Sally Jones, the Secretary to the Fire Chief, at the Main Fire Station located on 3580 Main Street, Avondale, Louisiana 71123. Completed applications must be received by Sally Jones at the address given above by April 1, 2004. Approved applicants will be notified of the exact date, time, and place of the examination at least five days prior to the examination date.

Please send the bill to The Avondale Municipal Fire and Police Civil Service Board, P.O. Box 77, Avondale, Louisiana 71123. If you have any questions please call me at (321) 456-8891.

Sincerely,

Susan Allen, Secretary
Avondale Municipal Fire and Police
Civil Service Board

SAMPLE . . POSTING NOTICE FOR A PROMOTIONAL EXAMINATION . . SAMPLE

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

NOTICE OF A PROMOTIONAL FIRE CAPTAIN EXAMINATION

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of Fire Captain in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Avondale Municipal Fire and Police Civil Service Board.

Application forms may be obtained from Sally Jones, the Secretary to the Fire Chief, at the Main Fire Station located on 3580 Main Street.

Completed applications and the required attachments must be received by Sally Jones at the address listed above or mailed to P.O. Box 437, Avondale, Louisiana, 70852, **by July 11, 2004, at midnight**. Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Fire Equipment Operator for a period of at least one (1) year immediately preceding the closing date for application to the board.

By direction of the chairman:

Susan Allen, Secretary

Post at all fire stations June 5, 2004, through July 11, 2004

<p>DO NOT REMOVE BY ORDER OF THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD</p>
--

THE CITY OF AVONDALE IS AN EQUAL OPPORTUNITY EMPLOYER

? REMINDER ?
(do not include this in your posting)

The posting notice for a promotional examination must include *all* qualification requirements as adopted by your civil service board at the time of posting.

The posting notice for a promotional examination must include a list of *all* documents that the applicant is required to attach to the application for your board to verify he/she meets the qualification requirements of the class. (examples: copy of voter registration card as required by civil service law for all promotional examination, copy of driver's license (if this is a qualification requirement), etc.) Must post this notice for at least thirty (30) days.

(manual continued on next page)

SAMPLE POSTING NOTICE WITH A WAIVER SAMPLE

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

NOTICE OF A PROMOTIONAL FIRE CAPTAIN EXAMINATION

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of Fire Captain in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Avondale Municipal Fire and Police Civil Service Board.

Application forms may be obtained from Sally Jones, the Secretary to the Fire Chief, at the Main Fire Station located on 3580 Main Street.

Completed applications and the required attachments must be received by Sally Jones at the address listed above or mailed to P.O. Box 437, Avondale, Louisiana, 70852, **by July 11, 2004, at midnight**. Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

*Must be a regular and permanent employee in the class of Fire Equipment Operator for a period of at least one (1) year immediately preceding the closing date for application to the board.

FOR THIS EXAMINATION ONLY, THE CIVIL SERVICE BOARD HAS WAIVED THE REQUIREMENT LISTED ABOVE (*) TO ALLOW ANY PERMANENT EMPLOYEE IN THE CLASS OF FIRE EQUIPMENT OPERATOR (who satisfies all other requirements of the Avondale Municipal Fire and Police Civil Service Board for admission to this examination) TO TAKE THIS EXAMINATION.

By direction of the chairman:

Susan Allen, Secretary

Post at all fire stations June 5, 2004, through July 11, 2004

**DO NOT REMOVE BY ORDER OF
THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

THE CITY OF AVONDALE IS AN EQUAL OPPORTUNITY EMPLOYER

? REMINDER ?
(do not include this in your posting)

The posting notice for a promotional examination must include *all* qualification requirements as adopted by your civil service board at the time of posting. *If your board waived a requirement for an examination you must include the statement that the board waived the requirements and include the waiver.*

The posting notice for a promotional examination must include a list of *all* documents that the applicant is required to attach to the application for your board to verify he/she meets the qualification requirements of the class. (examples: copy of voter registration card as required by civil service law for all promotional examination, copy of driver's license (if this is a qualification requirement), etc.) Must post this notice for at least thirty (30) days.

(manual continued on next page)

**APPLICATION FOR COMPETITIVE EXAMINATION
FIRE AND POLICE CIVIL SERVICE BOARD**

PLEASE PRINT OR TYPE. FAILURE TO ANSWER ALL QUESTIONS IN THIS APPLICATION MAY CAUSE YOUR APPLICATION TO
BE DELAYED OR REJECTED.

NAME: FIRST	MIDDLE	LAST						
STREET ADDRESS/P.O. BOX NO.			CITY/TOWN			STATE/ZIP		
HOME TELEPHONE NUMBER (WITH AREA CODE) ()				OFFICE TELEPHONE NUMBER (WITH AREA CODE) ()				
SOCIAL SECURITY NUMBER				DATE OF BIRTH MONTH/DATE/YEAR:				
ARE YOU A CITIZEN OF THE UNITED STATES? G YES G NO				ARE YOU A REGISTERED VOTER OF THE STATE OF LOUISIANA? G YES G NO				

TITLE OF POSITION FOR WHICH YOU ARE APPLYING (FILE A SEPARATE APPLICATION FOR EACH TYPE OF POSITION)

RACE/SEX INFORMATION

The Federal government requires that we request the following race and sex information for statistical reporting purposes. Completion of this section is voluntary, and your application will not be rejected if you choose not to provide this information.

G Male	G White	G Black	G Hispanic	G Am. Indian	G Asian
G Female	G Other: _____				

**SPECIAL INSTRUCTIONS FOR DOCUMENTATION WHICH SHOULD BE ATTACHED TO YOUR
COMPLETED APPLICATION FOR EXAMINATION**

So that our civil service board may evaluate your qualifications for admission to the examination, please attach a copy of the documents checked below to your completed application:

- G VOTER REGISTRATION CARD
- G HIGH SCHOOL DIPLOMA OR GED EQUIVALENCY CERTIFICATE
- G DRIVERS LICENSE
- G COLLEGE TRANSCRIPT, IF APPLICABLE
- G SPECIAL CERTIFICATIONS OR LICENSES REQUIRED FOR ADMISSION TO SPECIFIC CLASSES
- G _____
- G _____

AUTHORITY FOR RELEASE OF INFORMATION

I HAVE COMPLETED THIS APPLICATION WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW, AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYER, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, CIVIL SERVICE BOARD MEMBERS AND OTHER AUTHORIZED EMPLOYEES OF THE GOVERNMENT FOR THAT PURPOSE.

I CERTIFY THAT THE ANSWERS I HAVE GIVEN TO ALL QUESTIONS IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I KNOW THAT ANY MISREPRESENTATION HEREIN MAY CAUSE MY APPLICATION TO BE REJECTED, MY NAME REMOVED FROM THE ELIGIBLE LIST AND/OR MAY SUBJECT ME TO DISMISSAL FROM EMPLOYMENT.

DATE	SIGNATURE OF APPLICANT
------	------------------------

FOR USE OF CIVIL SERVICE BOARD ONLY

G Voter	G Citizen	G Age	G Education	G Vet. Pref.
1. CHM	2. V. CHM	3.	4.	5.

BACKGROUND INFORMATION

IF YOU ARE APPLYING FOR A JOB WHICH REQUIRES THE ABILITY TO DRIVE A VEHICLE, PLEASE PROVIDE YOUR DRIVER'S LICENSE NUMBER:

DRIVER'S LICENSE NUMBER & ISSUING STATE: _____

1. WITHIN THE PAST 5 YEARS, HAVE YOU BEEN TERMINATED, OR RESIGNED IN LIEU OF TERMINATION, FROM ANY POSITION FOR REASONS OTHER THAN A REDUCTION IN FORCE?

G YES G NO

NOTE: IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE PROVIDE AN EXPLANATION IN THE EXPLANATION BLOCK PROVIDED BELOW.

2. HAVE YOU EVER BEEN CONVICTED OF A FELONY?

G YES G NO

3. HAVE YOU BEEN CONVICTED OF A MISDEMEANOR DURING THE LAST 3 YEARS?

G YES G NO

NOTE: IF YOU ANSWERED "YES" TO EITHER OF THE ABOVE QUESTIONS, PLEASE PROVIDE AN EXPLANATION IN THE EXPLANATION BLOCK BELOW. A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM THE JOB FOR WHICH YOU ARE APPLYING. A CONVICTION WILL BE JUDGED ON ITS OWN MERITS WITH RESPECT TO TIME, CIRCUMSTANCES, AND SERIOUSNESS.

EXPLANATION. PLEASE USE THE SPACE PROVIDED BELOW TO EXPLAIN ANY "YES" ANSWERS TO THE ABOVE THREE QUESTIONS. ATTACH ADDITIONAL PAGES IF NECESSARY.

TRAINING/EDUCATION

A. HIGH SCHOOL

G DIPLOMA OR EQUIVALENCY CERTIFICATE

DATE RECEIVED: _____

G I DID NOT GRADUATE, BUT COMPLETED GRADE: _____

NAME AND ADDRESS OF HIGH SCHOOL ISSUING DIPLOMA OR OF STATE DEPARTMENT OF EDUCATION ISSUING GED OR EQUIVALENCY CERTIFICATE:

B. COLLEGE

NAME OF COLLEGE OR UNIVERSITY/LOCATION

YEARS
ATTENDED

CREDIT
HOURS
EARNED

DEGREE(S)
RECEIVED

DATE OF
DEGREE

MAJOR

C. OTHER FORMAL TRAINING (BUSINESS, TRADE, MILITARY, ETC., CLASSES OR SEMINARS) TITLE OF INSTRUCTION OR CLASS (ATTACH ADDITIONAL PAGES IF NECESSARY)	LOCATION	DATES ATTENDED	DID YOU GRADUATE?	NO. OF HOURS PER WEEK
			G YES G NO	
			G YES G NO	

SPECIAL QUALIFYING EXPERIENCE, CERTIFICATIONS, OR LICENSES

PLEASE LIST BELOW ANY PROFESSIONAL LICENSES OR CERTIFICATIONS THAT ARE RELEVANT TO THE JOB FOR WHICH YOU ARE APPLYING.			
(ATTACH ADDITIONAL PAGES IF NECESSARY)	NO. 1	NO. 2	NO. 3
NAME OF LICENSE OF TYPE OF CERTIFICATION			
NAME AND COMPLETE ADDRESS OF AGENCY OR INSTITUTION ISSUING LICENSE OR CERTIFICATION			
DATE LICENSE OR CERTIFICATION ACQUIRED			
EXPIRATION DATE, IF APPLICABLE			
RESTRICTIONS, IF APPLICABLE			

LIST ANY SPECIAL COURSE WORK, TRAINING, OR EXPERIENCE WHICH MAY BE BENEFICIAL IN THE JOB FOR WHICH YOU ARE APPLYING, OR WHICH MAY SATISFY ANY SPECIAL QUALIFICATION REQUIREMENTS.

IF YOU HAVE COMPUTER EXPERIENCE, PLEASE LIST ANY SOFTWARE PACKAGES OR COMPUTER LANGUAGES WITH WHICH YOU HAVE A WORKING KNOWLEDGE:

TYPING ABILITY: ____ WPM

VETERAN'S PREFERENCE

Five-point veteran's preference is granted to veterans who receive passing scores for an entrance class and were discharged honorably or under honorable conditions from the U.S. Armed Forces after having served during any of the following wartime periods: September 16, 1940 through July 25, 1947; June 27, 1950 through January 31, 1955; and between July 1, 1958 through May 7, 1975. After May 7, 1975, you must have served in a peacetime campaign or expedition for which campaign badges were authorized to receive the veteran's preference points. (Exclude active duty for training in Reserves or National Guard.) Should you wish to receive the veteran's points, check the space provided and attach a copy of your DD-214 which verifies the above information. You will not receive the five points if you fail to attach the required documentation.

☐ I QUALIFY FOR THE FIVE-POINT VETERAN'S PREFERENCE AS IDENTIFIED ABOVE, AND HAVE ATTACHED A COPY OF MY DD-214 TO THIS APPLICATION FOR VERIFICATION PURPOSES

REQUEST FOR TESTING ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT

If you require any special testing accommodations because of a disability which limits a major life activity, you must complete this section in order for your request to be considered.

☐ I am requesting testing accommodations under the Americans With Disabilities Act for the following disability (check box and specify disability): _____

Required documentation to attach to your application: IN ORDER FOR THIS CIVIL SERVICE BOARD TO PROCESS YOUR ADA REQUEST, you must attach recent written documentation of your disability, including an assessment of accommodations which might be appropriate to compensate for your disability in a testing environment, prepared by a DOCTOR, PSYCHOLOGIST, REHABILITATION COUNSELOR, OCCUPATIONAL or PHYSICAL THERAPIST, or OTHER PROFESSIONAL with knowledge of your functional limitations.

☐ The required documentation is attached to this application.

WORK EXPERIENCE

INSTRUCTIONS FOR COMPLETING SECTION ON WORK EXPERIENCE

Start with your present or most recent position and work back, including any military experience. Use separate blocks if you were promoted or your duties changed materially while working for the same employer. Treat each change as a separate position. For volunteer experience, use work experience blocks and disregard reference to salary. It is to your advantage to completely describe your duties in each position, placing particular emphasis on duties, tasks performed, and responsibility. Attach additional pages, if necessary.

NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS							
						TITLE OF YOUR POSITION							
DATES OF EMPLOYMENT FROM: TO: MO. DAY YR. MO. DAY YR.						WAS THIS FULL-TIME EMPLOYMENT? G YES G NO		AVERAGE NUMBER OF HOURS WORKED PER WEEK:		BEGINNING SALARY		ENDING SALARY	
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED							
DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)													

NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS							
						TITLE OF YOUR POSITION							
DATES OF EMPLOYMENT FROM: TO: MO. DAY YR. MO. DAY YR.						WAS THIS FULL-TIME EMPLOYMENT? G YES G NO		AVERAGE NUMBER OF HOURS WORKED PER WEEK:		BEGINNING SALARY		ENDING SALARY	
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED							
DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)													

NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS			
						TITLE OF YOUR POSITION			
DATES OF EMPLOYMENT FROM: TO: MO. DAY YR. MO. DAY YR.						WAS THIS FULL-TIME EMPLOYMENT? G YES G NO	AVERAGE NUMBER OF HOURS WORKED PER WEEK:	BEGINNING SALARY	ENDING SALARY
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED			
DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)									

NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS			
						TITLE OF YOUR POSITION			
DATES OF EMPLOYMENT FROM: TO: MO. DAY YR. MO. DAY YR.						WAS THIS FULL-TIME EMPLOYMENT? G YES G NO	AVERAGE NUMBER OF HOURS WORKED PER WEEK:	BEGINNING SALARY	ENDING SALARY
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED			
DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)									

NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS			
						TITLE OF YOUR POSITION			
DATES OF EMPLOYMENT FROM: TO: MO. DAY YR. MO. DAY YR.						WAS THIS FULL-TIME EMPLOYMENT? G YES G NO	AVERAGE NUMBER OF HOURS WORKED PER WEEK:	BEGINNING SALARY	ENDING SALARY
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED			

DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)													
NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS							
						TITLE OF YOUR POSITION							
DATES OF EMPLOYMENT FROM: TO: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> MO. DAY YR. MO. DAY YR. </div> <div style="width: 50%; text-align: center;"> G YES G NO </div> </div>						WAS THIS FULL-TIME EMPLOYMENT?		AVERAGE NUMBER OF HOURS WORKED PER WEEK:		BEGINNING SALARY		ENDING SALARY	
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED							
DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)													
NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS							
						TITLE OF YOUR POSITION							
DATES OF EMPLOYMENT FROM: TO: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> MO. DAY YR. MO. DAY YR. </div> <div style="width: 50%; text-align: center;"> G YES G NO </div> </div>						WAS THIS FULL-TIME EMPLOYMENT?		AVERAGE NUMBER OF HOURS WORKED PER WEEK:		BEGINNING SALARY		ENDING SALARY	
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED							
DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)													
NAME AND COMPLETE ADDRESS OF EMPLOYER						TYPE BUSINESS							
						TITLE OF YOUR POSITION							
DATES OF EMPLOYMENT FROM: TO: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> MO. DAY YR. MO. DAY YR. </div> <div style="width: 50%; text-align: center;"> G YES G NO </div> </div>						WAS THIS FULL-TIME EMPLOYMENT?		AVERAGE NUMBER OF HOURS WORKED PER WEEK:		BEGINNING SALARY		ENDING SALARY	
NAME AND TITLE OF IMMEDIATE SUPERVISOR						NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED							
DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)													

APPLICATION FOR PROMOTIONAL EXAMINATION	BOARD USE ONLY
JURISDICTION: _____	1. Chm.
MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD	2. V. Chm.
	3.
CLASS TITLE OF POSITION FOR WHICH YOU ARE APPLYING:	4.
	5.

ATTACHMENTS TO YOUR APPLICATION
YOU MUST ATTACH A COPY OF ALL DOCUMENTS THE CIVIL SERVICE BOARD REQUIRES TO CONSIDER YOUR APPLICATION (see attachment to this application)

1. NAME _____
LAST FIRST MIDDLE
SOCIAL SECURITY NUMBER: _____

2. HOME ADDRESS: _____
HOME PHONE NUMBER: _____

3. CLASS TITLE OF YOUR CURRENT POSITION: _____
DATE OF PROBATIONAL APPOINTMENT TO THIS CLASS: _____
IF CONFIRMED, DATE OF CONFIRMATION IN THIS CLASS: _____

4. LIST ANY SUSPENSIONS OR SEPARATIONS DURING THE PAST FIVE YEARS WHICH WOULD REDUCE YOUR QUALIFYING SERVICE TIME.

5. IN ACCORDANCE WITH CIVIL SERVICE LAW, YOU MUST BE A QUALIFIED ELECTOR OF THE STATE OF LOUISIANA FOR THE CIVIL SERVICE BOARD TO CONSIDER YOUR APPLICATION FOR A PROMOTIONAL EXAMINATION. PLEASE ATTACH A COPY OF YOUR CURRENT VOTER REGISTRATION TO THIS APPLICATION.

6. LIST ANY CERTIFICATIONS, TRAINING OR COURSE WORK WHICH QUALIFIES YOU FOR THE EXAMINATION FOR WHICH YOU ARE APPLYING. PLEASE INCLUDE THE DATE LICENSED OR CERTIFIED, THE EXPIRATION DATE AND ANY RESTRICTIONS IF APPLICABLE.

NOTE: IF YOU REQUIRE ANY SPECIAL TESTING ACCOMMODATIONS BECAUSE OF A DISABILITY, PLEASE ATTACH A WRITTEN REQUEST TO YOUR APPLICATION, ALONG WITH DOCUMENTATION OF THE NEED FOR TESTING ACCOMMODATION. THIS INFORMATION WILL BE FORWARDED TO THE OFFICE OF STATE EXAMINER FOR THEIR CONSIDERATION.

I hereby certify that this application contains no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the promotional employment list, and I may be demoted or dismissed from the service.

DATE: _____ SIGNATURE: _____

IN ACCORDANCE WITH CIVIL SERVICE LAW, THE BOARD SHALL REJECT ANY APPLICATION FILED AFTER THE TIME FIXED FOR CLOSING RECEIPT OF APPLICATION AS ANNOUNCED IN THE PUBLIC NOTICE FOR THE EXAMINATIONS.

SAMPLE FORM TO ATTACH TO ALL APPLICATIONS SAMPLE
(ATTACH TO COMPETITIVE AND PROMOTIONAL APPLICATIONS)

AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
Avondale, Louisiana 70852

QUALIFICATION REQUIREMENTS FOR THE FIREFIGHTER EXAMINATION

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

APPLICANT: TO BE CONSIDERED FOR ADMISSION TO THIS EXAMINATION YOU MUST ATTACH A COPY OF THE FOLLOWING DOCUMENTS TO YOUR APPLICATION BEFORE YOU RETURN IT TO THIS CIVIL SERVICE BOARD *(revise the list of documents according to your qualification requirements)*

- ? ***PROOF OF UNITED STATES CITIZENSHIP (Birth Certificate if born in the United States, or Certificate of Naturalization, or U.S. Passport)***
- ? ***COPY OF HIGH SCHOOL DIPLOMA OR GED EQUIVALENCY CERTIFICATE***
- ? ***COPY OF BIRTH CERTIFICATE VERIFYING AGE***

(continued on the next page)

? PLEASE NOTE ?
(not to be included on this form)

We suggest that your board attach a copy of this form to all competitive and promotional applications so the information will be readily available to the applicant and will assist the applicant when preparing his/her application to submit to the board. This may also help reduce the number of phone calls to your secretary requesting this information.

In accordance with civil service law, an applicant is NOT required to be a qualified elector of the State of Louisiana to be considered for admission to an ENTRY-LEVEL COMPETITIVE EXAMINATION ONLY. An applicant for any non entry-level competitive or promotional examination is required by civil service law to be a qualified elector of the State of Louisiana. Your civil service board will need to advise applicants who are required to be a qualified elector of the State of Louisiana to attach a copy of their current voter registration card.

(manual continued on next page)

SAMPLE LETTER OF ADMISSION - COMPETITIVE SAMPLE

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
Avondale, Louisiana 70852**

July 18, 2004

Dear Mr. Stevens:

Your application submitted to the Avondale Municipal Fire and Police Civil Service Board for consideration for admission to the competitive examination for the class Firefighter has been approved. This letter is to advise you that the examination is scheduled on **August 1, 2004, beginning at 9:00 a.m., at the main fire station located on 3580 Main Street, Avondale, Louisiana.** All applicants are required to report on or before the test time indicated below. ***Any applicant who fails to report in a timely manner or in accordance with this schedule, will be denied admittance to the examination.***

? APPLICANT PLEASE NOTE ?

It will be necessary for you to bring your driver's license, voter registration card, picture identification, or other identifying material to the examination site. Failure to bring a picture i.d. to the examination site will result in your being denied access to the exam site. At the examination site, your fingerprint will be required on the examination answer sheet. Please do not bring calculators, notes, papers, or any other type of material or equipment to the examination site. Under no circumstance will any test applicant be permitted to enter the examining room with a personal electronic or telecommunication device. Prohibited devices include, but are not limited to: cellular telephones, digital pagers, PDA's (Palm Pilots), digital watches with photographic capabilities, or any other device capable of storing, sending, or receiving data. In the event that an examining official discovers any applicant to have any of the previously mentioned devices in his/her possession during the examination process, the applicant will be immediately disqualified from the examination and asked to leave the exam site. If you have questions concerning the information contained in this letter, please call me at 337/648-2396 between the hours of 8:00 a.m. and 4:00 p.m.

By direction of the chairman:

Susan Allen, Secretary

? PLEASE NOTE (not to be included in this letter) ?

If an applicant has been approved to take two examinations and they are being administered at the same time, our office will be happy to work with your board, to the extent that we are able, in changing the exam times to facilitate the participation by the applicant in both exams. However, if a change is not possible, we ask that your board determine which of the examinations the applicant wishes to schedule for the time segment in question.

**SAMPLE NOTICE OF ADMISSION - PROMOTIONAL SAMPLE
BULLETIN BOARD NOTIFICATION OF ADMISSION**

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
Avondale, Louisiana 70852**

July 18, 2004

This notice is to advise applicants that the Fire Captain examination will be given on the date, time, and location listed on the chart below. ***Please see the attached roll call for this examination.***

? APPLICANT PLEASE NOTE ?

It will be necessary for you to bring your driver's license, voter registration, picture identification, or other identifying material to the examination site. Failure to bring a picture i.d. to the examination site will result in your being denied access to the exam site. Please do not bring calculators, notes, papers, or any other type of material or equipment to the examination site. Under no circumstance will any test applicant be permitted to enter the examining room with a personal electronic or telecommunication device. Prohibited devices include, but are not limited to: cellular telephones, digital pagers, PDA's (Palm Pilots), digital watches with photographic capabilities, or any other device capable of storing, sending, or receiving data. In the event that an examining official discovers any applicant to have any of the previously mentioned devices in his/her possession during the examination process, the applicant will be immediately disqualified from the examination and asked to leave the exam site. If you have questions concerning the information contained in this letter, please call me at 337/648-2396 between the hours of 8:00 a.m. and 4:00 p.m.

By direction of the chairman:

Susan Allen, Secretary

CLASS	TEST DATE	TEST TIME	LOCATION OF TEST
Fire Captain	August 1, 2004	9:00 a.m.	3580 Main Street Avondale, Louisiana

Post on all department bulletin boards from July 18, 2004, to August 1, 2004

**DO NOT REMOVE BY ORDER OF
THE AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

? NOTE TO THE CIVIL SERVICE BOARD ? - Remember to attach a copy of the roll call for this examination to this notice.

SAMPLE ROLL CALL LETTER SAMPLE

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
AVONDALE, LOUISIANA 70852**

July 18, 2004

Melinda Livingston, State Examiner
Office of State Examiner
8550 United Plaza Blvd. Suite 901
Baton Rouge, Louisiana 70809-2296

Dear Ms. Livingston:

The following is the roll call for the examinations of Firefighter and Fire Captain to be administered by your office on August 1, 2004. The examinations will be given at our main fire station located at 580 Main Street, Avondale, Louisiana (see enclosed map). Mr. Mark Jamison, the fire department civil service board member will be present at the examination.

Firefighter (9:00 a.m.)

Allen, Cindy B.	WF
Broussard, John C.	WM
Landry, Susan S.	BF
McKnight, Heather L.	WF
Nelson, Gerry A.	WM
Ritchie, David P.	WM
Taylor, Brett W.	BM
White, Joey A.	HM

Fire Captain (10:00 a.m.)

Hunter, Kirk J.	BM
Lee, Ronnie F.	WM
Rush, David A.	WM
Wallace, Thomas C.	BM

If I may be of any assistance please call me at (321) 456-8891.

Sincerely,

Susan Allen, Secretary

SAMPLE ADDITION TO ROLL CALL LETTER SAMPLE

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
AVONDALE, LOUISIANA 70852**

July 25, 2004

Melinda Livingston, State Examiner
Office of State Examiner
8550 United Plaza Blvd. Suite 901
Baton Rouge, Louisiana 70809-2296

Dear Ms. Livingston:

Please add the following names to the roll call for the Firefighter examination to be administered by your office on August 1, 2004. The civil service board approved the applications of these individuals at our meeting of July 15, 2004. However, their names were left off the roll call we mailed to your office on July 18, 2004.

Firefighter (9:00 a.m.)

Bozeman, Trudy C.	WF
Lawrence, John F.	WM

If I may be of any assistance please call me at (321) 456-8891.

Sincerely,

Susan Allen, Secretary

SAMPLE SAMPLE SAMPLE SAMPLE

**FOLLOW-UP LETTER TO SEND TO THE OFFICE OF STATE EXAMINER
WITH INSTRUCTIONS ON AN APPLICANT
WHO WAS CONDITIONALLY ADMITTED TO AN EXAMINATION
WHO WAS NOT ON THE ROLL CALL**

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
AVONDALE, LOUISIANA 70852**

August 2, 2004

Melinda Livingston, State Examiner
Office of State Examiner
8550 United Plaza Blvd. Suite 901
Baton Rouge, Louisiana 70809-2296

Dear Ms. Livingston:

On August 1, 2004, your office administered the Firefighter examination in our jurisdiction. Mr. James C. Roberts' name was not on the roll and he was conditionally admitted to the examination by Mr. Mark Jamison, the fire department civil service board member. After checking our records, I have determined that our civil service board had approved Mr. Robert's application at our meeting of July 15, 2004, and I inadvertently left his name off the roll call I mailed to your office on July 18, 2004.

Ms. Jane Smith, Chairman has asked that I write you and request that your office add Mr. Roberts' name to the Firefighter roll call and report his test score to the civil service board. If I may be of any assistance please call me at (321) 456-8891.

Sincerely,

Susan Allen, Secretary

SAMPLE SAMPLE SAMPLE SAMPLE

**FOLLOW-UP LETTER TO SEND TO THE OFFICE OF STATE EXAMINER
WITH INSTRUCTIONS ON AN APPLICANT
WHO WAS CONDITIONALLY ADMITTED TO AN EXAMINATION
WITHOUT PROPER IDENTIFICATION**

**AVONDALE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. Box 437
AVONDALE, LOUISIANA 70852**

August 2, 2004

Melinda Livingston, State Examiner
Office of State Examiner
8550 United Plaza Blvd. Suite 901
Baton Rouge, Louisiana 70809-2296

Dear Ms. Livingston:

On August 1, 2004, your office administered the Firefighter examination in our jurisdiction. Ms. Susan Miller did not have proper identification and she was conditionally admitted to the examination by Mr. Mark Jamison, the fire department civil service board member. Ms. Miller has presented her proper identification to Mr. Jamison and he has verified that she was the applicant who completed the examination.

Ms. Jane Smith, Chairman has asked that I write you and request that your office report her test score to the civil service board. If I may be of any assistance please call me at (321) 456-8891.

Sincerely,

Susan Allen, Secretary

**LETTER TO USE WHEN REQUESTING AN EXAMINATION
BE ADMINISTERED TO AN EMPLOYEE WHO MISSED THE EXAMINATION
WHEN HE/SHE WAS ON MILITARY LEAVE**

____(Fire Protection District or Municipality)____ Civil Service Board

Office of State Examiner
8550 United Plaza Blvd. Suite 901
Baton Rouge, Louisiana 70809-2296

On (date of civil service board meeting) the (fire protection district or municipality) Civil Service Board approved requesting your office to administer the examination of (class title) to (employee's name) as he was on military leave when this examination was given on (date the exam was administered).

The civil service board certifies that this individual was ***called to active duty*** and that he was not on his annual two (2) week training period or any other type of leave. The employee's military leave was terminated on (date) and he is currently active in the department.

The civil service board also certifies he would have met all the qualification requirements of your civil service board for this class at the original time the examination was given and would have been approved by the civil service board to take this examination had he not been on military leave.

We understand that this examination will be administered at the Office of State Examiner, and that the board will be responsible for notifying the individual of the date, time, and place of the exam once we have received this information. We understand that we will receive a supplemental grade sheet for the exam in question once the grade for this individual has been completed by your office.

SAMPLE . . . GRADE SHEET . . . SAMPLE

STATE EXAMINER FORM NO. 3a

Sheet No. 1 of 1

FIRE AND POLICE CIVIL SERVICE BOARD

MUNICIPALITY OR FIRE PROTECTION DISTRICT NAME, Louisiana

RESULTS OF EXAMINATION

Administered on August 1, 2004 for the class of FIREFIGHTER

NAME OF CANDIDATE			FINAL TEST SCORE	VETERAN'S PREFERENCE	FINAL GRADE
Thomas Perry	411111111	MB	92		
Dugas Peter	234111234	MW	86		
Landry Harry	434115678	MB	81		
Jones Judy F	234097788	WF	76		
Young Janice	567118901	FB	76		
Wilson Joseph	436112345	MW	68	-	68
Smith, Harvey	455116789	MB	68	-	68
SAMPLE ONLY					
The examination scores shown above are certified as correct to the best of my knowledge.			The examination scores listed above have been reviewed and accepted by this Board and the names of those persons with passing scores are hereby placed on the employment list effective this date.		
<u>08-31-04</u> (Date) <u>(signed by State Examiner)</u> Melinda B. Livingston, State Examiner			<u>(approval date)</u> (Date) <u>(signed by Civil Service Board Chairman)</u> Chairman		

RETURN BLUE COPY TO THE OFFICE OF STATE EXAMINER

SECTION VII

PERSONNEL ACTION FORMS

Explanation of the personnel action form

Information to include on a personnel action form

Blank personnel action form

Common errors to avoid when completing personnel action forms

Personnel action descriptions

Samples of completed personnel action forms

EXPLANATION OF THE PERSONNEL ACTION FORM

The appointing authority must report all personnel actions to the civil service board within fifteen (15) days of the effective date of the action (R.S. 33:2503 or 33:2563). Usually, the chief of the department has the personnel action form (PAF) completed and then forwarded to the appointing authority for approval and signature. The form is then forwarded to the civil service board for their review and acknowledgment indicating that the action was taken in accordance with civil service law, inasmuch as the board can determine from the information provided at that time. **In accordance with civil service law, all personnel action forms must be reviewed by the civil service board at a public meeting of the board prior to the chairman signing the form.** After the board reviews the action and signs the PAF, copies are distributed to the appointing authority, the chief of the appropriate department, the employee, the civil service board chairman and secretary, and the Office of State Examiner.

The Office of State Examiner is pleased to announce that effective May 10, 2004, personnel action forms may be completed from our website at www.ose.louisiana.gov, or by using a CD-ROM specifically designed for this purpose.

The personnel action form on our website is designed to allow you to select (using drop down menus) your jurisdiction, the type of personnel action, and the classes as adopted by *your* civil service board. When you select the type of personnel action, our suggested remarks for that action will be automatically loaded into the remarks section, and may be customized, as needed. The PAF can be printed directly from the website and the appropriate number of copies made for the required signatures.

To use the personnel action form provided on our CD-ROM you will need a browser on your computer. This PAF is also designed to allow you to select (using drop down menus) your jurisdiction and the type of personnel action. You will be able to select (copy and paste) our suggested remarks for the type of personnel action selected by using the help function. However, the drop down menus for blocks #5 and #6 will provide a list of all classes in the Municipal Fire and Police Civil Service system, where the class title, *as adopted by your civil service board*, can be selected. The PAF can be printed from the CD-ROM, and the appropriate number of copies made for the required signatures.

If you do choose to complete PAFs using our website or our CD-ROM our office will not accept PAFs by email. It will be a local decision as to the color of the PAFs distributed, however, we request that you continue to send our office a blue copy of the PAF.

As we have done in the past, we will be happy to continue supplying your jurisdiction with personnel action forms if you do not have internet access, or if you are not able to complete a personnel action form using our CD-ROM.

INFORMATION TO INCLUDE ON A PERSONNEL ACTION FORM

The capital letters preceding each statement below refer to those marked on the blank personnel action form on page 92.

- A Fill in the name of your jurisdiction. If your jurisdiction is a municipality, type the name of the city. If your jurisdiction is a fire protection district, type the name and number of your fire protection district. For example, type "St. John Fire Protection District #8", instead of the city.
- B Fill in the date you type the form. In most cases, it will not be the same date as the effective date of action in block #4 ("F" on the sample). This is a production reference date only.
- C Fill in the employee's **legal name**, (first name, middle initial, and last name). If the employee has no middle initial, please include "NMI".
- C Fill in the employee's date of birth.
- C Fill in the employee's social security number.
- D Fill in either "fire" or "police".
- E Fill in the type of personnel action which is reported on the form. Most types of personnel actions are listed on the back of a blank personnel action form. ***However, please see pages 96 through 106 for personnel action descriptions and samples of personnel action forms beginning on page 107.***

In this manual we have compiled a list of personnel actions that are most frequently used and included many samples of personnel actions forms. However, you may be required to fill out a form on an action that is not covered in this manual. The Personnel Management Division of our office will be happy to assist you in completing personnel action forms. Please feel free to call us anytime at 225-925-4642 or 225-925-4409. ?

- F Fill in the effective date of the personnel action that is designated in block #3 ("E" on the sample). In most cases, the effective date will not be the same date the form was typed ("B" on the sample).
- G Fill in the employee's civil service class title, as adopted by your civil service board, **prior to the action**. Your civil service class titles can be found in your "Occupational Index" included with your classification plan in Appendix B.
- H Fill in the employee's civil service class title, as adopted by your civil service board, **after the action**. Your civil service class titles can be found in your "Occupational Index" included with your classification plan in Appendix B.

The class titles in block #5 ("G" on the sample) and block #6 ("H" on the sample) may be different or the same titles, depending on the action taken.

- I Fill in the employee's monthly salary.
- J Fill in additional comments when necessary.
- K If the chief of the department is also the appointing authority, he/she may wish to only sign on line "M" on the sample. If the chief is not the appointing authority, he/she may be required to sign the form recommending the action to the appointing authority.
- L A supervisor will sign the form if directed by the chief.
- M **The signature of the appointing authority is required.**
- N **The signature of the chairperson is required.**

Please note that each copy in a each set of the personnel action form is labeled identifying the official who will a copy of the form. In addition, the copies are color-coded as follows:

white	-	chairperson of the board
blue	-	State Examiner's Office
orange	-	appointing authority
green	-	secretary to the board
pink	-	employee
yellow	-	chief of the department

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

_____**A**_____, Louisiana

PERSONNEL ACTION

Date _____**B**_____

1. Employee's Name C	2. Department D	3. Personnel Action (See Reverse Side For Designation) E	4. Effective Date of Action F
Date of Birth C			
Social Sec. No. C			
5. From (Class Title) G	6. To (Class Title) H	7. (Monthly Salary) I	
8. Remarks _____ J _____ _____ _____			

Recommended:

1. _____**K**_____, Chief2. _____**L**_____, Supervisor

Approved:

_____**N**_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

_____**M**_____
Appointing Authority

COMMON ERRORS TO AVOID WHEN COMPLETING PERSONNEL ACTION FORMS

Completing personnel action forms (PAFs) is sometimes a little confusing, but we can all probably agree that it is an efficient method of communicating personnel actions between the appointing authority, the civil service board, and the employee. The PAFs are used by the civil service board to help determine whether actions taken by the appointing authority are done in accordance with civil service law; therefore, it is important that they should be completed correctly. When PAFs are submitted to our office, we review the records again to assure that no action has been taken that may be considered contrary to civil service law. When an oversight has occurred, or an error has been found, we advise the civil service board what should be done to correct the error. In order that we may assist in the correct preparation of PAFs, we have identified common areas where errors occur, and have prepared a list of suggestions on how these errors might be avoided.

Strike-throughs or handwritten corrections:

Please don't alter any part of the PAF with pen or pencil. We advise the civil service board to reject PAFs which have been altered.

Effective Dates of Actions (Block #4):

1. Be sure to enter the correct year.
2. Be sure the effective date of action is after the date on which the individual's test score was certified by the civil service board. (For persons whose scores are reported from other jurisdictions, applications must be submitted directly to your board, and your board must certify the person's name and test score prior to being hired.)
3. Enter only the effective date of action, not the time of day.
4. Confirmation date cannot occur prior to six months from the date on which the working test period began.
5. Confirmation date cannot extend past one year from the date on which the working test period began.
6. Recruit period (Firefighter and Police Officer) cannot extend beyond six months from the date on which the recruit period began.
7. Working test (Firefighter and Police Officer) begins immediately upon receiving Firefighter I or P.O.S.T. certification, or, if the appointing authority wishes to keep the employee, at the end of the six month formal training period, which ever occurs first.

Personnel Action
(Block #3):

Be sure to enter the correct or appropriate action (probational, promotion, confirmation, re-employment (employed again)*, suspension, demotion, etc.)

* Only persons who were regular employees at the time of their resignation are eligible to be re-employed. The appointing authority must get prior approval of the civil service board to re-employ an individual, and the reemployment must be effective within 4 years of the individual's date of resignation. The individual must provide medical certification to the appointing authority and the civil service board.

Class Title/Status
(Blocks 5 & 6):

Be sure to enter the correct status (recruit, probational, permanent, substitute, provisional, emergency) and the individual's correct class title.

Firefighter Recruit Enter **Firefighter Recruit** if individual appointed from Firefighter list without Firefighter I certification.

Police Officer Recruit Enter **Police Officer Recruit** if individual appointed from Police Officer list without P.O.S.T. certification.

Probational Enter **Probational** if individual appointed from Firefighter or Police Officer list with Firefighter I or P.O.S.T. certification.

(Refer to Operation of a Municipal Fire and Police Civil Service System manual for "Remarks" section suggestions.)

Provisional Temporary appointment which may be made only in the absence of an eligibility list, and for the period of not more than 90 days. This appointment may be extended an additional 90 days only with prior approval of the civil service board.

Remarks Section

Reported Test Scores: Be sure to indicate where the employee took the Police Officer or Firefighter exam, the date of the examination, his/her score, and the date your civil service board approved the individual's application and reported test score and certified his/her name and score to the appointing authority. These PAF's cannot be processed without this information.

Correcting PAFs: If a PAF is submitted and later found to have been completed incorrectly, submit a new PAF with the correct information. **In the "Remarks Section" of the new**

PAF, clearly indicate that the PAF is a “Corrected PAF”.

Suspensions:

Suspensions must be reported in calendar days (from midnight to midnight). Where more than one day of suspension is given, they must be given in consecutive calendar days, and must include at least one-day's loss of pay. Suspensions cannot be for greater than the aggregate of 90 days during a period of twelve consecutive months.

Missing PAFs:

Be sure that all PAFs have been submitted which reflect the natural progression of employees; i.e., from Recruit status to Probational status to Permanent status (assuming the employee is not separated from service during this period). A PAF must be completed for each action at the time each action is taken in order to process the PAFs. For example, a confirmation PAF will not be processed if we have not received a PAF indicating the employee started a working test period.

Signatures:

The signature of the appointing authority is mandatory. If the appointing authority has not signed the PAF, the action is without effect, and cannot be acknowledged by the civil service board as an action taken in accordance with civil service law.

The signature of the civil service board chairman indicates that the board has acknowledged, in open meeting, that the action was taken in accordance with civil service law.

These signatures are necessary prior to further distribution.

PERSONNEL ACTION DESCRIPTIONS

Administrative Leave with Pay - the appointing authority may place an employee on administrative leave with pay when circumstances develop that would warrant the temporary removal of an employee from the department, without disadvantage, in order for the appointing authority to conduct an investigation concerning the conduct of the employee, or as may be otherwise required under departmental policies and procedures. **This is not a disciplinary action.** *We advise that administrative leave with pay should not exceed more than thirty (30) days unless prior approval is given by the civil service board.* At the end of the thirty days, or upon completion of the investigation, whichever occurs first, the administrative leave is terminated and either the disciplinary action is administered or the employee is returned to duty with no action taken.

Allocation (Permanent) - this type of allocation occurs shortly after a jurisdiction initially comes under the Municipal Fire and Police Civil Service System. The individual must have been a full-time employee for at least six consecutive months immediately prior to the date the civil service board is *first* sworn in (this is the effective date the jurisdiction is officially in civil service) **AND** the employee must have served those six months in the position of the class adopted by the board at that time. If both of these requirements are met, the individual must be allocated as a permanent employee to a position of the class. ***This is the only time no working test period is required and the employee's seniority date is the date the employee began work in the department full time and has worked continuously since that date.***

Allocation (Probational) - this type of allocation will be made when a *competitive class is added to an existing classification plan* and the civil service board approves the allocation of an employee who is currently serving in a position of the class at the time the class is adopted. An employee who is allocated to a position of a newly created competitive classification (when other classification plans already exist in the jurisdiction) must be *probationally appointed and must serve a working test period of at least six (6) months and no more than one (1) year.*

Annual Leave - when the appointing authority grants an employee annual leave with pay in accordance with your civil service board rules and departmental policies.

Confirmation - when an employee has completed his/her working test period, as determined by the appointing authority. A working test period is for at least six (6) months and not more than one year from an employee's date of probational appointment in the class.

Confirmation (after military leave) - when an employee missed a promotion while on military leave and was promoted upon his/her return from military leave. Employee has completed his/her working test period, as determined by the appointing authority. (working test period must have been for at least six (6) months and not more than one year from date of probational appointment in the class) The remarks section of the personnel action form will reflect the date the employee would have been confirmed had he/she not been on military leave in order to make the employee whole.

Death - self-explanatory.

Demotion (Disciplinary) - disciplinary action taken by the appointing authority in the form of a written notification to an employee specifying the details of misconduct. The employee is demoted to a position of any lower class which he/she previously held and to the rate of pay prevailing for the class. The appointing authority may elect to include, as part of the disciplinary action, that the employee will not be eligible to apply for the next examination for the class he/she was just demoted from for a specified period of time.

Demotion (Failed Working Test Period) - this type of demotion is not disciplinary action and it occurs when an employee who is probational in a class fails his/her working test period. The appointing authority has determined that the employee is unable or unwilling to perform the duties of the class in a satisfactory manner and demotes the employee back to the class he/she previously held. In this situation, the employee's name does not go on a reinstatement list. The employee is required to meet the qualifications requirements and pass a civil service examination for the class from which he/she was demoted and serve a working test period of at least six (6) months and no more than one year.

Demotion (Non-Disciplinary) - this occurs when an employee is demoted to a class he/she previously held because of a reduction in the class due to lack of work, failure of financial appropriation, or other causes beyond the control of the employee. Permanent employees, including permanent employees who are probational in the class and serving a working test period, who are demoted will have their names placed on a reinstatement list for the class from which they were demoted. This list is good for four (4) years from the effective date of the demotion. Employees on a reinstatement list are offered promotions in the reverse order from which their names were placed on the reinstatement list for the class. Permanent employees who are probational in the class and serving a working test period who are demoted will get credit for the time they served on their working test period prior to the demotion and the working test period will continue upon reinstatement. The employee must serve a working test period of at least six (6) months and no more than one (1) year. The civil service board may remove an individual's name from this list if an offer of reinstatement is refused.

Demotion (Voluntary) - if an employee has requested, and the appointing authority has granted, a voluntary demotion, the employee is demoted (non-disciplinary) to the class he/she previously held.

Emergency appointment - a type of temporary appointment necessary due to *a local emergency which is extraordinary (such as severe weather conditions or an uncommon fire or emergency scene requiring additional personnel)*. This type of appointment may last for only ten (10) days.

Fine - disciplinary action taken by the appointing authority in the form of a written notification to an employee specifying the details of misconduct and the amount of the fine. An example of this type of disciplinary action is when the appointing authority fines an employee for a specified amount of money in order that the employee may pay for damages to department equipment. This action is reported to the civil service board by completing a personnel action form and a copy is placed in the employee's personnel file. No loss of accrued seniority.

Fire Communications Officer I Recruit (Shreveport only) - if an individual has a valid Fire Communication Officer I test score with the Shreveport Municipal Fire and Police Civil Service Board and is appointed from a valid Fire Communications Officer I eligibility list but has not demonstrated successful completion of formal training as indicated by certification as Telecommunicator in accordance with National Fire Protection Association Standards 1061

and 1221, he/she *cannot begin a working test period immediately and must be reported as a Fire Communications Officer I Recruit.*

Firefighter (Firefighter/Operator) Recruit - if an individual has a valid Firefighter (Firefighter/Operator) test score in your jurisdiction and is appointed from a valid Firefighter (Firefighter/Operator) eligibility list but has not completed formal training as indicated by Firefighter I Certification in accordance with N.F.P.A. Standard 1001, he/she *cannot begin a working test period immediately and must be reported as a Firefighter Recruit.*

Funeral Leave - when the appointing authority grants an employee leave for the specific purpose of attending the funeral of a deceased family member as defined in your civil service board rules.

Interruption of the Formal Training Period (military leave) - when an employee is in his/her formal training period and is placed on military leave, we advise that the appointing authority interrupt the employee's formal training period for the duration of the military leave. The appointing authority cannot adequately train the employee when he/she is not attending the training. Therefore, the appointing authority will be unable to determine if the employee has satisfactorily completed his/her formal training period. The time the employee served in his/her formal training period prior to the interruption and the time the employee serves in the formal training period after it is resumed will be used in calculating the total time served in his/her formal training period. Employee will be made whole upon completion of his/her working test period.

Interruption of the Formal Training Period (sick leave) - when an employee is in his/her formal training period and is placed on extended (30 days or more) sick leave (or any other type of extended leave), we advise that the appointing authority interrupt the employee's formal training period for the duration of the extended leave. The appointing authority cannot adequately train the employee when he/she is not attending the training. Therefore, the appointing authority will be unable to determine if the employee has satisfactorily completed his/her formal training period. The time the employee served in his/her formal training period prior to the interruption and the time the employee serves in the formal training period after it is resumed will be used in calculating the total time served in his/her formal training period.

Interruption of the Working Test Period (military leave) - when an employee is serving a working test period in a *competitive or promotional class* and is placed on military leave, we advise that the appointing authority interrupt the employee's working test period for the duration of the military leave. The appointing authority cannot evaluate the employee's performance in the class as he/she is not performing the duties of the class. Therefore, the appointing authority will be unable to determine if the employee has satisfactorily completed his/her working test period. The time the employee served in his/her working test period prior to the interruption and the time the employee serves in the working test period after it is resumed will be used in calculating the total time served in his/her working test period. Employee will be made whole upon completion of his/her working test period.

Interruption of the Working Test Period (sick leave) - when an employee is serving a working test period in a *competitive or promotional class* and is placed on extended (30 days or more) sick leave (or any other type of extended leave), we advise that the appointing authority interrupt the employee's working test period for the duration of the extended leave. The appointing authority cannot evaluate the employee's performance in the class as he/she is not performing the duties of the class. Therefore, the appointing authority will be unable to determine if the employee has satisfactorily completed his/her working test period. The time

the employee served in his/her working test period prior to the interruption and the time the employee serves in the working test period after it is resumed will be used in calculating the total time served in his/her working test period.

Lay-off (Non-Disciplinary) - this occurs when an employee is separated because of lack of work, failure of financial appropriation, or other causes beyond the control of the employee. *Permanent* employees who are laid off will have their names placed on a re-employment list for the class from which they were laid off. This list is good for four (4) years from the effective date of the layoff. Employees on a re-employment list are offered employment in the reverse order from which their names were placed on the re-employment list for the class. An employee does not lose his/her accrued seniority prior to the layoff. However, he/she will not accrue seniority during the lay off period. The civil service board may remove an individual's name from this list if an offer of re-employment is refused.

Leave with pay - when a classified employee is authorized to take leave with pay to attend to *departmental business* such as a subpoena or court order to attend city or district court or to attend a mandatory training class. Employee will not be required to use his/her annual leave or compensatory leave. At the time the leave is granted, if it is considered extended leave (over thirty (30) days), it must be determined if departmental seniority is to be interrupted or continued. Please refer to your civil service board rules for rules governing special leaves of absences.

Leave without pay - when a classified employee, who has exhausted all annual and compensatory time, is authorized to take leave without pay to attend to personal business. At the time the leave is granted, if it is considered extended leave (over thirty (30) days) it must be determined if departmental seniority is to be interrupted or continued. Please refer to your civil service board rules for rules governing special leaves of absences.

Military Leave with pay - when a classified employee is authorized to take leave without loss of pay, time, or annual leave on days during which they are ordered to duty with troops or at field exercises, or for instruction required by membership of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens Military Training Corps, or the Civil Air Patrol, either as officers or enlisted personnel, he/she shall be granted a maximum of fifteen (15) days, as provided by Louisiana Revised Statute 42:394. We advise that a personnel action form be completed every time an employee is granted military leave with pay.

Military Leave without pay - when a classified employee is called into the Armed Forces, he/she shall be granted military leave without pay until released to return to duty. Any member of the classified service who is a member of the National Guard or in the Reserves of the Armed Forces, upon being ordered to active duty, shall be given any leave due the employee. Should the employee have used all leave to which he/she is entitled, he/she shall be granted military leave without pay. A temporary employee who is serving in a provisional appointment should not be granted a military leave of absence, but shall be required to resign or be dropped from service. We advise that a personnel action form be completed every time an employee is granted military leave without pay.

Name Change - if an employee has changed his/her name by marriage, court order, etc., a personnel action form is completed reflecting this change. Show the old name in block #1 and the complete new name (last name, first name, middle initial) in the remarks section.

Pay Change - self-explanatory

Police Officer Recruit - if an individual has a valid Police Officer test score in your jurisdiction and is appointed from a valid Police Officer eligibility list but has not completed formal training as indicated by certification from a peace officer standards and training accredited training program as provided by R.S. 40:2405(A) (P.O.S.T. certified), he/she *cannot begin a working test period immediately and must be reported as a Police Officer Recruit.*

Probational - when an individual has been appointed from a valid list of eligibles to a *competitive class* other than Firefighter or Firefighter/Operator, or Police Officer, he/she must begin a working test period immediately. *Employees must serve a working test period of at least six (6) months and no more than one year.*

Probational Fire Communications Officer I (Shreveport only) - if an individual has a valid Fire Communication Officer I test score with the Shreveport Municipal Fire and Police Civil Service Board and is appointed from a valid Fire Communications Officer I eligibility list and has received certification as Telecommunicator in accordance with National Fire Protection Association Standards 1061 and 1221, he/she *must begin a working test period immediately and must be reported as a Probational Fire Communications Officer I.* **OR** if a Fire Communications Officer I Recruit has received his/her certification as Telecommunicator in accordance with National Fire Protection Association Standards 1061 and 1221 prior to the end of his/her six (6) month formal training period, he/she must begin a working test period immediately upon certification and will now be reported as a Probational Fire Communications Officer I. **OR** if a Fire Communications Officer I Recruit has not received his/her certification as Telecommunicator in accordance with National Fire Protection Association Standards 1061 and 1221 prior to completing his/her six month formal training and the appointing authority wishes to keep the employee, the employee must begin a working test period immediately and be reported as a Probational Fire Communications Officer I. *Employees must serve a working test period of at least six (6) months and no more than one year from their probational date (not from the date they were hired as a recruit.)*

Probational Firefighter (Firefighter/Operator) - if an individual has a valid Firefighter (Firefighter/Operator) test score in your jurisdiction and is appointed from a valid Firefighter (Firefighter/Operator) eligibility list and has received Firefighter I Certification in accordance with N.F.P.A. standard 1001 prior to his/her appointment, he/she *must begin a working test period immediately and must be reported as a Probational Firefighter.* **OR** if a Firefighter (Firefighter/Operator) Recruit has received his/her Firefighter I Certification in accordance with N.F.P.A. standard 1001 prior to the end of his/her six month formal training period, he/she must begin a working test period immediately upon certification and will now be reported as a Probational Firefighter (Firefighter/Operator). **OR** if a Firefighter (Firefighter/Operator) Recruit has not received his/her Firefighter I Certification in accordance with N.F.P.A. standard 1001 prior to completing his/her six month formal training and the appointing authority wishes to keep the employee, the employee must begin a working test period immediately and be reported as a Probational Firefighter. *Employees must serve a working test period of at least six (6) months and no more than one year from their probational date (not from the date they were hired as a recruit.)*

Probational Police Officer - if an individual has a valid Police Officer test score in your jurisdiction and is appointed from a valid Police Officer eligibility list and has received certification from a peace officer standards and training accredited training program as provided by R.S. 40:2405(A) (P.O.S.T. certified), he/she *must begin a working test period immediately and must be reported as a Probational Police Officer.* **OR** if a Police Officer

Recruit has received his/her certification from a peace officer standards and training accredited training program as provided by R.S. 40:2405(A) (P.O.S.T. certified) prior to the end of his/her six month formal training period, he/she must begin a working test period immediately upon certification and will now be reported as a Probational Police Officer. **OR** if a Police Officer Recruit has not received his/her certification from a peace officer standards and training accredited training program as provided by R.S. 40:2405(A) (P.O.S.T. certified) prior to completing his/her six month formal training and the appointing authority wishes to keep the employee, the employee must begin a working test period immediately and be reported as a Probational Police Officer. *Employees must serve a working test period of at least six (6) months and no more than one year from their probational date (not from the date they were hired as a recruit.)*

Promotion (Probational) - when an individual has been appointed from a valid list of eligibles to a promotional class and he/she begins a working test period. *Employees must serve a working test period of at least six (6) months and no more than one year from their probational date.*

Promotion (Probational)(after military leave) - when an employee would have been promoted had he not been on military leave. The employee must be appointed from a valid list of eligibles for the promotional class. The employee begins his/her working test period and is required to complete a six month to one year working test period before he/she is eligible for confirmation. Employee will be made whole upon completion of his/her working test period.

Provisional Appointment - a temporary appointment made to fill a permanent vacancy in a class only when no eligibility list exists for the class. A provisional appointment shall not continue for more than ninety (90) days. A provisional appointment may be renewed, with prior approval of the civil service board, for an additional ninety (90) days if no eligibility list exist. All provisional appointments must be terminated within fifteen (15) days of the date the civil service board certifies a list of eligibles to the appointing authority.

Provisional Appointment (Renewal) - when the civil service board has been unable to provide a certified list of eligibles to the appointing authority, the appointing authority may renew a provisional appointment, *with prior approval of the civil service board*, for a period not to exceed an additional ninety (90) day period. All provisional appointments must be terminated after one renewal and/or within fifteen (15) days of the date the civil service board certifies a list of eligibles to the appointing authority.

Reallocation - when an employee is reallocated to a different class to correct an error in its previous allocation, or because of a change in the duties of a position which has the effect of abolishing the position and creating a new position of another class. The employee and the position may continue to serve therein, with the status and all the rights and privileges he/she would have had if he/she had been originally appointed by examination and certification to a position of the class to which the position has been reallocated.

Reduction of Pay - disciplinary action taken by the appointing authority in the form of a written notification to an employee specifying the details of misconduct. The employee's pay will be reduced to the rate of pay prevailing for the next lower class. An example of this type of disciplinary action is when the appointing authority reduces an employee's pay for a specified period of time in order that the employee pay for damages to department equipment. This action is reported to the civil service board by completing a personnel action form and a copy is placed in the employee's personnel file. No loss of accrued seniority.

Re-employment (of a permanent employee who was laid off) - when a permanent (confirmed) employee was separated from the department due to a layoff (non-disciplinary reasons) and is being re-employed in accordance with civil service law. *Permanent* employees who are laid off will have their names placed on a re-employment list for the class from which they were laid off. This list is good for four (4) years from the effective date of the layoff. Employees on a re-employment list are offered employment in the reverse order from which their names were placed on the re-employment list for the class. An employee does not lose his/her accrued seniority prior to the layoff. However, he/she will not accrue seniority during the layoff period. The civil service board may remove a name from this list if an offer of re-employment is refused.

Re-employment (of a permanent employee who resigned) - when a permanent (confirmed) employee has resigned and it has been less than four (4) years from his/her date of resignation and the appointing authority wishes to employ the individual again. The appointing authority must get prior approval of the civil service board to re-employ the individual. In accordance with civil service law, any person who is re-employed shall be physically fit to perform the duties of the position to which he is appointed. Before approving an individual's re-employment, the board must receive a favorable medical certificate from a recent examination by a practicing physician stating that he/she is physically fit to perform the duties of the position. This medical certificate must also be given to the appointing authority.

Employees who are re-employed (after resignation) must serve a working test period of at least six (6) months and no more than one year from their re-employment date and they do not begin accruing seniority until confirmed in the class in which they are re-employed.

NOTE: an individual may be re-employed in a position in the competitive class in which he/she held permanent status at the time of his/her resignation even when an eligibility list exists. An individual may be re-employed in a position in the promotional class in which he/she held on a probational or permanent status at the time of his/her resignation *only if no eligibility or reinstatement list exists for that class. If either list exists, then the individual may be employed in any lower class for which he/she is qualified.*

Reinstatement (Permanent) - this type of reinstatement occurs when a permanent employee who held permanent status in a class and was *demoted* for non-disciplinary reasons, his/her name was placed on a reinstatement list, is reinstated to the position he/she held prior to the demotion.

Reinstatement (Probational) - this type of reinstatement occurs when a permanent employee who held probational status in a class was *demoted* for non-disciplinary reasons, his/her name was placed on a reinstatement list, is reinstated to the position he/she held prior to the demotion. The time the employee served on his/her working test period prior to the demotion will be counted and the working test period will continue upon reinstatement. *Employees who are reinstated as probational in a class must serve a working test period of at least six (6) months and no more than one (1) year.*

Reinstatement of Disciplinary Action - when the civil service board holds an appeal hearing and finds that the action taken by the appointing authority was without good faith and for cause and reverses the decision of the appointing authority in the disciplinary action taken against the employee. The board then orders the immediate reinstatement of such employee's suspension, demotion, or termination, as the case may be, and any other orders of the board.

Rescind Action - when the appointing authority has determined that a personnel action must be rescinded to comply with civil service law. If the Appointing Authority wishes to rescind a disciplinary action as he has received new evidence and determined that employee did not violate departmental rules he can only rescind the disciplinary action if it has not occurred. In other words, if the Appointing Authority has completed a personnel action form on a suspension and he has reported this action to the civil service board he can rescind the suspension only if the suspension has not been served by the employee. Once the suspension has been served by the employee only the civil service board, after holding a public hearing, can overturn the decision of the Appointing Authority and reinstate the employee's time lost.

Resignation - when an employee voluntarily separates from the department. Employees who resign do not have their name placed on a re-employment list or a reinstatement list.

Resume the Formal Training Period (from military leave) - if an employee's formal training period was interrupted while on military leave, when the employee returns from military leave a personnel action form is completed reflecting that the employee resumes his/her formal training period. The time the employee served in his/her formal training period prior to the interruption and the time the employee served in the formal training period after it was resumed will be used in calculating the total time served in his/her formal training period. Employee will be made whole upon completion of his/her working test period.

Resume the Formal Training Period (from sick leave) - if an employee's formal training period was interrupted while on extended sick leave (or any other type of extended leave), when the employee returns from extended leave a personnel action form is completed reflecting that the employee resumes his/her formal training period. The time the employee served in his/her formal training period prior to the interruption and the time the employee served in the formal training period after it was resumed will be used in calculating the total time served in his/her formal training period.

Resume the Working Test Period (from military leave) - if an employee's working test period was interrupted while on military leave, when the employee returns from military leave a personnel action form is completed reflecting that the employee resumes his/her working test period. The time the employee served in his/her working test period prior to the interruption and the time the employee served in the working test period after it was resumed will be used in calculating the total time served in his/her working test period. Employee will be made whole upon completion of his/her working test period.

Resume the Working Test Period (from sick leave) - if an employee's working test period was interrupted while on extended sick leave (or any other type of extended leave), when the employee returns from extended leave a personnel action form is completed reflecting that the employee resumes his/her working test period. The time the employee served in his/her working test period prior to the interruption and the time the employee served in the working test period after it was resumed will be used in calculating the total time served in his/her working test period.

Retirement - when an employee voluntarily retires from the department.

Sick Leave - when an employee is placed on sick leave with pay in accordance with your civil service board rules and departmental policies.

Sick Leave (Extended) - we advise that if sick leave continues for more than thirty (30) days, a personnel action form is to be completed as the employee is considered to be on extended sick leave. The effective date of action is the first day that the employee was placed on sick leave. If an employee who is placed on extended sick leave is serving a working test period in a *competitive or promotional class*, we advise that the appointing authority interrupt the employee's working test period for the duration of the extended leave inasmuch as the appointing authority cannot evaluate the employee's performance during that period of time and does not have the ability to evaluate the employee to the extent allowed by law. The time the employee served in his/her working test period prior to the interruption and the time the employee serves in the working test period after it is resumed will be used in calculating the total time served in his/her working test period.

Special Leave Without Pay - if your department or civil service board has adopted a rule on special leave without pay an employee may apply for special leave without pay. If approval is granted the appointing authority or the board, as the case may be, will determine, at the time of approval, if departmental seniority is to be interrupted or continued.

Substitute Appointment - a temporary appointment which may be made to fill the absence caused by illness, accident, annual leave, or any other authorized leave of another classified employee. The appointing authority may place anyone he/she deems qualified on a substitute appointment, when such appointment is for less than thirty (30) days. If the appointment is to exceed thirty (30) days, then the substitute appointment must be made from the appropriate list as provided for under R.S. 33:2494 and 33:2554. Usually, these appointments may be made from the current eligibility list, such that the substitute appointment must first be offered to any individual on the competitive eligibility list for the class or to the most senior person on the promotional eligibility list for the class, whichever is applicable.

Suspension - disciplinary action for which the cause or condition justifies that the employee be temporarily removed from the department by the appointing authority for disciplinary reasons. The employee does not receive pay or accrue seniority for the period of the suspension. The appointing authority determines the date(s) of suspension to best accommodate the needs of the department. *As seniority is accrued in calendar days, suspensions must be reported in calendar days (from midnight to midnight).* Suspensions must include some loss of pay; therefore, an employee's suspension time must include at least one day the employee is scheduled to work. Suspensions cannot be for an indefinite period of time. Suspensions cannot exceed ninety (90) days in any twelve(12) consecutive months. **TWENTY-FOUR HOUR SHIFT PERSONNEL** - if an employee is working a twenty-four hour shift beginning 7:00 a.m. on one day and ending at 7:00 a.m. the next day, that shift spans over two (2) calendar days as the employee is scheduled to work seventeen (17) hours on the first calendar day of the shift and 7 hours on the second calendar day of the shift. If an employee is suspended for his/her entire twenty-four hour shift, which spans over two(2) calendar days, his/her suspension is reported to the civil service board as a two(2) day suspension. The employee would not be paid for twenty-four hours and would lose two(2) days of his/her accrued seniority. If the appointing authority wishes to suspend an employee working a twenty-four shift for one(1) calendar day, he must choose either the first day of the employee's shift, which is 17 hours, or the second day of the employee's shift, which is 7 hours. The employee would lose pay for either the 17 hour day or the 7 hour day and would lose one(1) day of his/her accrued seniority. **EIGHT HOUR & TWELVE HOUR WORK DAY PERSONNEL** - if an employee is suspended for one(1) calendar day and he/she is working an eight hour or twelve hour day which is between midnight and midnight of one calendar day, the employee would lose one day of accrued seniority and eight hours or twelve hours of pay, as the case may be.

Termination - separation from employment by the appointing authority for disciplinary reasons. The cause or condition justifies the employee being permanently removed from the department.

Termination of Administrative Leave with pay - at the end of the administrative leave with pay or at the completion of the investigation, whichever occurs first, the administrative leave is to be terminated and the employee returned to work unless the appointing authority disciplines the employee in accordance with the conclusion of the investigation.

Termination of Annual Leave - self-explanatory

Termination of Funeral Leave - self-explanatory

Termination of Leave with Pay - self-explanatory

Termination of Leave without Pay - self-explanatory

Termination of Military Leave with Pay - self-explanatory

Termination of Military Leave without Pay - self-explanatory. United States Veteran's laws may be applicable.

Termination of Provisional Appointment - self-explanatory

Termination of Sick Leave - self-explanatory

Termination of Sick Leave (Extended) - self-explanatory

Termination of Special Leave without pay - self-explanatory

Termination of Substitute Appointment - self-explanatory

Title Change - this occurs when the civil service board adopts a change to the title of a class and no duties of the class are changed. The employee's class title is changed to reflect the change adopted by the civil service board.

Written reprimand - disciplinary action taken by the appointing authority in the form of a written notification to an employee specifying details of misconduct. This action is reported to the civil service board by completing a personnel action form and a copy is placed in the employee's personnel file. No loss of pay or accrued seniority.

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/16/04

1. Employee's Name Hayes, Vickie M.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Administrative Leave with Pay	4. Effective Date of Action 01/22/04
Date of Birth 06-30-50			
Social Sec. No. 434-18-9735			

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Fire Equipment Operator		

8. Remarks Employee has been placed on administrative leave with pay pending an independent investigation by the appointing authority into alleged violations of departmental rules and regulations. This leave will not extend beyond thirty (30) days without prior approval of the civil service board and may be terminated sooner.

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson

Approved:

Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/03/04

1. Employee's Name Boyd, Joseph P.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Allocation (Permanent)	4. Effective Date of Action 03/01/04
Date of Birth 12-09-70			
Social Sec. No. 558-00-0557			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Permanent Firefighter		
8. Remarks <u>Civil service system established by creation of civil service board on 11/15/03. Employee allocated to position as a permanent Firefighter upon adoption of classification plan by civil service board on 03/01/04. Employee has served full time since 03/11/01, and has been performing full time as a Firefighter since 03/11/01. Employee's departmental seniority date established on 03/11/01.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 11/15/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Allocation (Probational)	4. Effective Date of Action 11/01/03
Date of Birth 12-09-70			
Social Sec. No. 558-00-0557			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Probational Fire Communications Officer		
8. Remarks <u>The civil service board adopted the competitive class of Fire</u> <u>Communications Officer at a public hearing on 11/01/03, and allocated</u> <u>this employee as she was performing the duties of the class at the time</u> <u>of its adoption. The employee begins a working test period.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/02/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Annual Leave	4. Effective Date of Action 12/02/03
Date of Birth 12-09-70			
Social Sec. No. 558-00-0557			
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Self-explanatory. (you may add any remarks you feel are appropriate)</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

PERSONNEL ACTION

1. Employee's Name Doe, John H.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Confirmation	4. Effective Date of Action 01/04/04
Date of Birth 08-19-77			
Social Sec. No. 669-55-8000			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Probational Police Officer	Permanent Police Officer		
8. <u>Remarks</u> <u>Appointing authority has determined that this employee has</u> <u>satisfactorily completed his working test period.</u> 			

_____, Chief
_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/25/04

1. Employee's Name Stevens, Justin D.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Confirmation (of employee who missed a promotion when on military leave)	4. Effective Date of Action 10/22/04
Date of Birth 01-19-75			
Social Sec. No. 444-21-9238			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Probational Police Sergeant	Permanent Police Sergeant		
8. Remarks <u>Appointing authority has determined that this employee has satisfactorily completed his working test period (6 months). Employee would have started his working test period on 01-08-04, had he not been on military leave. Therefore, employee would have been confirmed on 07-08-04, had he not been on military leave. Employee has been made whole.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/28/03

1. Employee's Name Jones, Betty NMI	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Death	4. Effective Date of Action 01/24/03
Date of Birth 05-01-47			
Social Sec. No. 667-05-7888			
5. From (Class Title) Permanent Police Captain	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Self-explanatory</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/19/04

1. Employee's Name Doe, John H.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Demotion (Disciplinary)	4. Effective Date of Action 02/21/04
Date of Birth 08-19-70			
Social Sec. No. 669-55-8000			
5. From (Class Title) Probational Police Sergeant	6. To (Class Title) Permanent Police Officer	7. (Monthly Salary)	
8. Remarks <u>Employee is demoted to the rank of Police Officer for violating</u> <u>Departmental Rules and Regulations #15. Employee will not be eligible</u> <u>to take the promotional examination for the class of Police Sergeant for</u> <u>18 months from the above effective date.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/25/04

1. Employee's Name Donalds, Jason P.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Demotion (Failed Working Test Period)	4. Effective Date of Action 02/01/04
Date of Birth 12-22-60			
Social Sec. No. 222-55-4457			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Probational Police Sergeant	Permanent Police Officer		
8. Remarks <u>Employee failed his working test period as he was unable and</u> <u>unwilling to perform satisfactorily the duties of the position to which he had</u> <u>been appointed. He is demoted to the class he previously held.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/25/04

1. Employee's Name Donalds, Jason P.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Demotion (Non-Disciplinary)	4. Effective Date of Action 02/01/04
Date of Birth 12-22-60			
Social Sec. No. 222-55-4457			
5. From (Class Title) Permanent Police Sergeant	6. To (Class Title) Permanent Police Officer	7. (Monthly Salary)	
8. Remarks <u>Employee was demoted, for non-disciplinary reasons, due to failure of financial appropriations. His name will be placed on a reinstatement list for not more than four (4) years from the effective date of action. Employees whose names are on a reinstatement list must be offered promotions before employees whose names are on an eligibility list for the same class.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/25/04

1. Employee's Name Donalds, Jason P.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Demotion (Voluntary)	4. Effective Date of Action 02/01/04
Date of Birth 12-22-60			
Social Sec. No. 222-55-4457			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Probational Police Sergeant	Permanent Police Officer		
8. Remarks <u>Employee has requested and the appointing authority approved, a</u> <u>voluntary demotion to permanent status in the class of Police Officer</u> <u>which he previously held as a regular employee.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 08/22/03

1. Employee's Name Trahan, Mark A.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Emergency Appointment	4. Effective Date of Action 08/22/03
Date of Birth 02-19-71			
Social Sec. No. 291-00-9187			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Emergency Police Officer		
8. Remarks <u>Employee is granted an emergency appointment due to emergency</u> <u>caused by Hurricane Henry. This appointment, if not terminated</u> <u>sooner, shall terminate in ten days.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/18/04

1. Employee's Name Lamb, Henry J.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Fine	4. Effective Date of Action 03/18/04
Date of Birth 08-19-70			
Social Sec. No. 669-55-8000			
5. From (Class Title) Permanent Fire Driver	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>On February 14, 2004, employee backed fire apparatus out of station with compartment door open and damaged the unit. Employee had previously damaged fire unit in the same manner on December 12, 2003, and was counseled. Employee is fined in the amount of \$155.34 to pay for the damages to fire unit.</u>			

Recommended:

_____, Chief
 _____, Supervisor

Approved:

_____, Chairperson
 Municipal Fire and Police Civil Service Board

Approved:

 Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

SHREVEPORT ONLY, Louisiana

PERSONNEL ACTION

Date 03/28/04

1. Employee's Name Adams, Donny W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Fire Communications Officer I Recruit (SHREVEPORT ONLY)	4. Effective Date of Action 04/01/04
Date of Birth 09-20-77			
Social Sec. No. 774-90-3399			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Fire Communications Officer I Recruit		
8. Remarks <u>Employee begins formal training. Working test period will begin immediately upon completion of the six month formal training period or completion of certification as Telecommunicator in accordance with N.F.P.A. Standards 1061 and 1221, whichever occurs first. Employee passed exam administered on 05/12/98, in Shreveport, Louisiana, with a score of 90%.</u>			

Recommended:

_____, Chief
 _____, Supervisor

Approved:

_____, Chairperson
 Municipal Fire and Police Civil Service Board

Approved:

 Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/21/04

1. Employee's Name Blackwood, Sue S.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Firefighter Recruit	4. Effective Date of Action 03/01/04
Date of Birth 02-11-76			
Social Sec. No. 559-00-3362			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Firefighter Recruit		

8. Remarks Employee begins formal training. Working test period will begin immediately upon completion of the six month formal training or completion of Firefighter I certification, whichever occurs first.

Employee passed exam administered on 05/12/03, in Baton Rouge, Louisiana, with a score of 90%.

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/11/04

1. Employee's Name Steel, Charles D.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Funeral Leave	4. Effective Date of Action 02/11/04
Date of Birth 12-19-70			
Social Sec. No. 658-33-0627			
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee granted two days of funeral leave in accordance with</u> <u>civil service board rules.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/22/04

1. Employee's Name Johnson, Charles M.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Interruption of Formal Training Period (of an employee who has been placed on extended sick leave)	4. Effective Date of Action 01/22/04
Date of Birth 11-08-73			
Social Sec. No. 437-22-0491			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Firefighter Recruit			
8. Remarks <u>Employee is on extended sick leave for back surgery and will not</u> <u>return for at least 3 months. Employee's formal training period is</u> <u>interrupted for this period of leave and shall resume immediately upon</u> <u>return to duty.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/22/04

1. Employee's Name Hanes, Francis R.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Interruption of Formal Training Period (of employee who has been placed on military leave)	4. Effective Date of Action 01/22/04
Date of Birth 06-03-75			
Social Sec. No. 243-76-4459			
5. From (Class Title) Firefighter Recruit	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee has been placed on military leave as he has been ordered to active duty by the Louisiana National Guard. Employee's formal training period is interrupted for this period of leave and shall resume immediately upon return to duty. Employee will be made whole upon return from active duty and completion of his working test period.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board
C.S. Form No. 3

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/22/04

1. Employee's Name Johnson, Charles M.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Interruption of Working Test Period (of an employee who has been placed on extended sick leave)	4. Effective Date of Action 01/22/04
Date of Birth 11-08-73			
Social Sec. No. 437-22-0491			
5. From (Class Title) Probational Firefighter	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee is on extended sick leave for back surgery and will not</u> <u>return for at least 3 months. Employee's working test period is</u> <u>interrupted for this period of leave and shall resume immediately upon</u> <u>return to duty.</u>			

Recommended:

_____, Chief
_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board
C.S. Form No. 3

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/22/04

1. Employee's Name Hanes, Francis R.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Interruption of Working Test Period (of employee who has been placed on military leave)	4. Effective Date of Action 01/22/04
Date of Birth 06-03-75			
Social Sec. No. 243-76-4459			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Probational Firefighter			
8. Remarks <u>Employee has been placed on military leave as he has been ordered to active duty by the Louisiana National Guard. Employee's working test period is interrupted for this period of leave and shall resume immediately upon return to duty. Employee will be made whole upon return from active duty and completion of his working test period.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board
C.S. Form No. 3

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/02/04

1. Employee's Name Davis, William	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Lay-off (Non-Disciplinary)	4. Effective Date of Action 04/25/04
Date of Birth 05-10-70			
Social Sec. No. 433-66-9111			
5. From (Class Title) Permanent Police Officer	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee was laid off for non-disciplinary reasons and his name</u> <u>will be placed on a Reemployment list for not more than four (4) years</u> <u>from 04/25/04. If reemployed the employee will not lose seniority</u> <u>accrued prior to the layoff. However, seniority shall not accrue during</u> <u>the lay off period.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

Date 02/01/04

Recommended:

_____, Chief
_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/10/04

1. Employee's Name Campo, Jason F.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Leave without pay	4. Effective Date of Action 04/13/04
Date of Birth 08-10-65			
Social Sec. No. 433-16-9001			

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Police Sergeant		

8. Remarks Employee is granted leave without pay to attend federal court
on personal business. Date of return in not known at this time.
Employee's seniority will not continue to accrue while on this leave.

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/04/04

1. Employee's Name Coxe, Donald F.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Military Leave With Pay	4. Effective Date of Action 01/13/04
Date of Birth 10-10-65			
Social Sec. No. 434-89-0991			
5. From (Class Title) Permanent Police Sergeant	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee is granted fifteen (15) days military leave with pay</u> <u>in accordance with local civil service board rules and state law.</u> <u>Employee to participate in the Louisiana National Guard.</u>			

Recommended:

_____, Chief
_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/30/04

1. Employee's Name Coxe, Donald F.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Military Leave Without Pay	4. Effective Date of Action 02/03/04
Date of Birth 10-10-65			
Social Sec. No. 434-89-0991			

5. From (Class Title) Permanent Police Sergeant	6. To (Class Title)	7. (Monthly Salary)
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8. Remarks Employee is granted military leave without pay as all military leave with pay and annual leave have been exhausted. Employee has been ordered to active duty by the Louisiana National Guard.

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/10/04

1. Employee's Name Smith, Susan (NMI)	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Name Change	4. Effective Date of Action 01/06/04
Date of Birth 12-09-64			
Social Sec. No. 558-00-0557			
5. From (Class Title) Permanent Police Sergeant	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee's name changed from Susan (NMI) Smith to Susan S. Carter.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/10/04

1. Employee's Name Lawrence, John W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Pay Change	4. Effective Date of Action 01/06/04
Date of Birth 10-09-71			
Social Sec. No. 458-00-5567			
5. From (Class Title) Permanent Police Sergeant	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks			

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/21/04

1. Employee's Name Adams, Donny W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Police Officer Recruit	4. Effective Date of Action 03/01/04
Date of Birth 09-20-77			
Social Sec. No. 774-90-3399			
5. <div style="text-align: center;">From</div> (Class Title)	6. <div style="text-align: center;">To</div> (Class Title) Police Officer Recruit	7. <div style="text-align: center;">(Monthly Salary)</div>	
8. Remarks <u>Employee begins formal training. Working test period will begin immediately upon completion of the six month formal training or completion of P.O.S.T. certification, whichever occurs first.</u> <u>Employee passed exam administered on 10/12/03, in Baton Rouge, Louisiana, with a score of 90%.</u>			

Recommended:

_____, Chief
 _____, Supervisor

Approved:

_____, Chairperson
 Municipal Fire and Police Civil Service Board

Approved:

 Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/21/04

1. Employee's Name Jenkins, Linni C.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Probational	4. Effective Date of Action 03/01/04
Date of Birth 10-15-79			
Social Sec. No. 433-00-9876			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Probational Police Communications Officer		
8. Remarks <u>Employee begins working test period immediately. Employee</u> <u>passed exam administered in this jurisdiction on 07/12/03 with a score</u> <u>of 85%.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

SHREVEPORT ONLY, Louisiana

PERSONNEL ACTION

Date 01/28/04

1. Employee's Name Adams, Donny W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Probational Fire Communications Officer I (SHREVEPORT ONLY)	4. Effective Date of Action 02/01/04
Date of Birth 09-20-77			
Social Sec. No. 774-90-3399			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Probational Fire Communications Officer I		
8. Remarks <u>Appointing authority certifies that employee has received</u> <u>certification as Telecommunicator in accordance with N.F.P.A. Standards 1061 and 1221 prior to</u> <u>this appointment and will begin a working test period immediately.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

SHREVEPORT ONLY, Louisiana

PERSONNEL ACTION

Date 03/28/04

1. Employee's Name Adams, Donny W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Probational Fire Communications Officer I (SHREVEPORT ONLY)	4. Effective Date of Action 04/01/04
Date of Birth 09-20-77			
Social Sec. No. 774-90-3399			
5. From (Class Title) Fire Communications Officer I Recruit	6. To (Class Title) Probational Fire Communications Officer I	7. (Monthly Salary)	
8. Remarks <u>Appointing authority certifies that employee has received</u> <u>certification as Telecommunicator in accordance with N.F.P.A. Standards 1061 and 1221</u> <u>(04/01/04) prior to the end of the six month formal training period and</u> <u>is to begin a working test period.</u>			

Recommended:

_____, Chief
 _____, Supervisor

Approved:

_____, Chairperson
 Municipal Fire and Police Civil Service Board

Approved:

 Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

SHREVEPORT ONLY, Louisiana

PERSONNEL ACTION

Date 03/28/04

1. Employee's Name Camp, Dorothy(NMI)	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Probational Fire Communications Officer I (SHREVEPORT ONLY)	4. Effective Date of Action 04/01/04
Date of Birth 04-01-72			
Social Sec. No. 437-22-9925			
5. From (Class Title) Fire Communications Officer I Recruit	6. To (Class Title) Probational Fire Communications Officer I	7. (Monthly Salary)	
8. Remarks <u>Employee has completed a six month formal training period but has</u> <u>not received certification as Telecommunicator in accordance with N.F.P.A. Standards 1061</u> <u>and 1221. In accordance with civil service law, employee must begin a</u> <u>working test period immediately.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/21/04

1. Employee's Name Doe, John H.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Probational Firefighter	4. Effective Date of Action 03/01/04
Date of Birth 08-19-77			
Social Sec. No. 669-55-8000			

5. From (Class Title)	6. To (Class Title) Probational Firefighter	7. (Monthly Salary)
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8. Remarks <u>Appointing Authority certifies that employee has received Firefighter I Certification prior to this appointment, and will begin a working test period immediately. Employee passed exam in this municipality on 11/05/03, with a score of 90%.</u>

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/10/04

1. Employee's Name Blackwood, Sue S.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Probational Firefighter	4. Effective Date of Action 02/03/04
Date of Birth 02-11-76			
Social Sec. No. 559-00-3362			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Firefighter Recruit	Probational Firefighter		
8. Remarks <u>Appointing authority certifies that employee has received</u> <u>certification as Firefighter I (02/03/04) prior to the end of the six</u> <u>month formal training period and is to begin a working test period.</u> _____			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board
C.S. Form No. 3

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/30/04

1. Employee's Name Blackwood, Sue S.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Probational Firefighter	4. Effective Date of Action 02/01/04
Date of Birth 02-11-76			
Social Sec. No. 559-00-3362			
5. From (Class Title) Firefighter Recruit	6. To (Class Title) Probational Firefighter	7. (Monthly Salary)	
8. Remarks <u>Employee has completed a six month formal training period but</u> <u>has not received certification as Firefighter I. In accordance with</u> <u>civil service law, employee must begin a working test period immediately.</u> _____			

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/21/04

1. Employee's Name Doe, John H.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Probational Police Officer	4. Effective Date of Action 02/01/04
Date of Birth 08-19-77			
Social Sec. No. 669-55-8000			

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
	Probational Police Officer	

8. Remarks Appointing Authority certifies that employee has received P.O.S.T. Certification **prior to**
this appointment, and will begin a working test period immediately. Employee passed exam in this
municipality on 06/05/03, with a score of 85%.

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/10/04

1. Employee's Name Adams, Donny W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Probational Police Officer	4. Effective Date of Action 02/03/04
Date of Birth 09-20-77			
Social Sec. No. 774-90-3399			
5. From (Class Title) Police Officer Recruit	6. To (Class Title) Probational Police Officer	7. (Monthly Salary)	
8. Remarks <u>Appointing Authority certifies that employee has received</u> <u>P.O.S.T. certification (02/03/04) prior to the end of the six month</u> <u>formal training period and is to begin a working test period.</u> 			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/10/04

1. Employee's Name Adams, Donny W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Probational Police Officer	4. Effective Date of Action 03/01/04
Date of Birth 09-20-77			
Social Sec. No. 774-90-3399			
5. From (Class Title) Police Officer Recruit	6. To (Class Title) Probational Police Officer	7. (Monthly Salary)	
8. Remarks <u>Employee has completed his six month formal training period but</u> <u>has not received his P.O.S.T. certification. In accordance with civil</u> <u>service law, employee must begin a working test period immediately.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/02/04

1. Employee's Name Jones, Keith C.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Promotion (Probational)	4. Effective Date of Action 04/22/04
Date of Birth 08-19-77			
Social Sec. No. 669-55-8000			
5. From (Class Title) Permanent Police Officer	6. To (Class Title) Probational Police Sergeant	7. (Monthly Salary)	
8. Remarks <u>Employee begins his working test period immediately. He</u> <u>passed exam administered on 09/23/03 with a score of 85%.</u> 			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson

Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/02/04

1. Employee's Name Stevens, Justin D.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Promotion (Probational) (employee who missed a promotion when on military leave)	4. Effective Date of Action 04/22/04
Date of Birth 01-19-75			
Social Sec. No. 444-21-9238			
5. From (Class Title) Permanent Police Officer	6. To (Class Title) Probational Police Sergeant	7. (Monthly Salary)	
8. Remarks <u>Employee would have been promoted on 01-08-04, had he not been on military leave. Employee begins his working test period immediately. Employee is required to complete a six month to one year working test period before he is eligible for confirmation. Employee's confirmation date in this class will be adjusted after he has completed his working test period in order to make him whole. Employee passed exam on 10-11-03, with a score of 90%.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board
C.S. Form No. 3

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 11/22/03

1. Employee's Name King, Ann T.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Provisional Appointment	4. Effective Date of Action 11/28/03
Date of Birth 09-01-78			
Social Sec. No. 553-80-0067			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Provisional Police Officer		
8. Remarks <u>Employee is placed in a provisional appointment to a permanent vacancy in the absence of an eligibility list. This appointment, if not terminated sooner, shall terminate on 02-28-04 (90 days). In order to be eligible for a probational appointment, employee shall be required to pass the next civil service examination for this class.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 11/22/03

1. Employee's Name Thomas, Will R.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Provisional Appointment	4. Effective Date of Action 11/28/03
Date of Birth 10-01-69			
Social Sec. No. 235-81-4356			

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Police Officer	Provisional Police Sergeant	

8. Remarks Employee is placed in a provisional appointment to a permanent vacancy in the absence of eligibility list. This appointment, if not terminated sooner, shall terminate on 02-28-04 (90 days). In order to be eligible for a probational appointment, employee shall be required to pass the next civil service examination for this class.

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/22/04

1. Employee's Name Thomas, Will R.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Provisional Appointment (Renewal)	4. Effective Date of Action 02/28/04
Date of Birth 10-01-69			
Social Sec. No. 235-81-4356			
5. From (Class Title) Permanent Police Officer	6. To (Class Title) Provisional Police Sergeant	7. (Monthly Salary)	
8. Remarks <u>Civil Service Board approved the renewal of this employee's provisional appointment as there is still no eligibility list. This appointment, if not terminated sooner, shall terminate on 05-28-04 and, by law, cannot be renewed. In order to be eligible for a probational appointment, employee shall be required to pass the next examination for this class.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 01/06/04

1. Employee's Name Hebert, Kristen (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Reallocation	4. Effective Date of Action 01/05/04
Date of Birth 12-09-70			
Social Sec. No. 558-00-0557			
5. From (Class Title) Permanent Secretary to the Fire Chief	6. To (Class Title) Probational Administrative Assistant to the Fire Chief	7. (Monthly Salary)	
8. Remarks <u>Employee is reallocated to the class of Administrative Assistant</u> <u>to the Fire Chief because of a change in her duties. Employee is</u> <u>required to serve a working test period. The civil service board</u> <u>approved this reallocation at a public hearing on 01/05/04.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/28/03

1. Employee's Name Doe, John H.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Reduction of pay	4. Effective Date of Action 12/24/03
Date of Birth 08-19-70			
Social Sec. No. 669-55-8000			
5. From (Class Title) Probational Police Sergeant	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>On December 12, 2003, employee damaged police unit. Employee</u> <u>had previously damaged police unit on August 2, 2003, and September 6,</u> <u>2003, and was counseled. Employee's pay is reduced to the rate</u> <u>prevailing for Police Officer for a period of thirty (30) consecutive</u> <u>working days (12-24-03 through 01-22-04) to pay for the damages to police</u> <u>unit.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/02/04

1. Employee's Name Smith, Jane K.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Re-employment (Permanent) (after lay-off)	4. Effective Date of Action 03/22/04
Date of Birth 02-22-60			
Social Sec. No. 777-82-5690			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Permanent Police Officer		
8. Remarks <u>Employee was laid off effective 06/01/03 for non-disciplinary reasons (financial appropriations) and employee's name was placed on a re-employment list. Employee re-employed in the position previously held. Layoff time from 06/01/03 to 03/21/04 (265 days) will be time not computed to total departmental seniority.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/02/04

1. Employee's Name Jones, Susan S.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Re-employment (Probational) (after resignation)	4. Effective Date of Action 04/16/04
Date of Birth 01-02-60			
Social Sec. No. 252-02-9990			

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
	Probational Police Officer	

8. Remarks Employee was a regular and permanent Police Officer when resigned on 02/01/03. Appointing Authority received prior approval from the civil service board to re-employ this individual. Employee is required to begin a working test period in this class.

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/02/04

1. Employee's Name Johnson, Doug F.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Reinstatement (Permanent)	4. Effective Date of Action 03/13/04
Date of Birth 05-10-70			
Social Sec. No. 433-66-9111			

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Police Officer	Permanent Police Sergeant	

8. Remarks Employee was demoted for non-disciplinary reasons (financial appropriations) and his name was placed on a reinstatement list on 08/01/02. Employee reinstated as a permanent employee to the class he held before demotion.

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson

Approved:

Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/02/04

1. Employee's Name Fields, John R.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Reinstatement (Probational) (after non-disciplinary demotion)	4. Effective Date of Action 04/04/04
Date of Birth 07-05-69			
Social Sec. No. 466-91-3311			

5. From (Class Title) Permanent Police Officer	6. To (Class Title) Probational Police Sergeant	7. (Monthly Salary)
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8. Remarks Employee was demoted for non-disciplinary reasons (financial appropriations) on 07/03/02. Employee reinstated to the class he held before demotion. Working test period resumes. The time employee served on his working test period prior to demotion (6 months and 10 days) will count toward his total working test period.

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/02/04

1. Employee's Name Williams, John W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Reinstatement of Disciplinary Action	4. Effective Date of Action 02/27/04
Date of Birth 08-19-60			
Social Sec. No. 669-66-8000			
5. From (Class Title) Permanent Police Sergeant	6. To (Class Title) Permanent Police Sergeant	7. (Monthly Salary)	
8. Remarks <u>The civil service board held an appeal hearing on 02/27/04.</u> <u>The board overturned the action of the Appointing Authority and</u> <u>reinstated the 14 days of suspension and reinstated the 14 days back to</u> <u>his total departmental seniority. Mr. Williams is to be paid for the 14</u> <u>days of pay which was withheld from his check.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/27/04

1. Employee's Name Willis, William T.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Rescind Action	4. Effective Date of Action 02/27/04
Date of Birth 08-01-70			
Social Sec. No. 966-99-0002			
5. From (Class Title) Probational Police Sergeant	6. To (Class Title) Probational Police Sergeant	7. (Monthly Salary)	
8. Remarks <u>The Appointing Authority received new evidence and determined that employee did not violate departmental rules and rescinds the three (3) days of suspension which was to be effective beginning 03/03/04.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/12/04

1. Employee's Name Doe, John H.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Resignation	4. Effective Date of Action 02/24/04
Date of Birth 08-19-70			
Social Sec. No. 669-55-8000			
5. From (Class Title) Permanent Police Sergeant	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee resigned for personal reasons.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/22/04

1. Employee's Name Johnson, Charles M.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Resume Formal Training Period (of an employee who was on extended sick leave)	4. Effective Date of Action 04/22/04
Date of Birth 11-08-73			
Social Sec. No. 437-22-0491			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Firefighter Recruit		
8. Remarks <u>Employee has returned from extended sick leave. Employee's</u> <u>formal training period has resumed. Previous formal training period of</u> <u>three (3) months will be computed to total formal training period.</u> _____			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/22/04

1. Employee's Name Hanes, Fran R.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Resume Formal Training Period (of an employee who was placed on military leave)	4. Effective Date of Action 04/22/04
Date of Birth 06-03-75			
Social Sec. No. 243-76-4459			
5. From (Class Title)	6. To (Class Title) Firefighter Recruit	7. (Monthly Salary)	
8. Remarks <u>Employee has returned from active duty. Employee's formal training period has resumed. Previous formal training period of three (3) months will be computed to total formal training period. Employee will be made whole upon completion of working test period.</u>			

Recommended:

_____, Chief
_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/22/04

1. Employee's Name Johns, Clay M.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Resume Working Test Period (of an employee who was on extended sick leave)	4. Effective Date of Action 03/22/04
Date of Birth 01-18-70			
Social Sec. No. 438-11-0994			
5. From (Class Title)	6. To (Class Title) Probational Firefighter	7. (Monthly Salary)	
8. Remarks <u>Employee has returned from extended sick leave. Employee's working test period has resumed. Previous working test period of three (3) months will be computed to total working test period.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/22/04

1. Employee's Name Thomas, Steven P.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Resume Working Test Period (of an employee who was placed on military leave)	4. Effective Date of Action 03/22/04
Date of Birth 04-13-74			
Social Sec. No. 446-77-8890			
5. From (Class Title)	6. To (Class Title) Probational Firefighter	7. (Monthly Salary)	
8. Remarks <u>Employee has returned from active duty. Employee's working test period has resumed. Previous working test period of three (3) months will be computed to total working test period. Employee will be made whole upon completion of working test period.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board
C.S. Form No. 3

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/02/04

1. Employee's Name Smith, Thomas (NMI)	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Retirement	4. Effective Date of Action 04/24/04	
Date of Birth 05-01-40				
Social Sec. No. 667-05-7888				
5. From (Class Title) Permanent Police Captain	6. To (Class Title)	7. (Monthly Salary)		
8. Remarks <u>Employee retired after 25 years of service with the department.</u> _____ _____ _____ _____ _____				

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name , Louisiana

PERSONNEL ACTION

Date 03/20/04

1. Employee's Name Thomas, Tom E.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Sick Leave	4. Effective Date of Action 03/20/04
Date of Birth 04-13-65			
Social Sec. No. 324-67-9445			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Permanent Fire Captain			
8. Remarks <u>Employee is on sick leave. Employee is expected to return to work in seven (7) to ten (10) days.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/01/04

1. Employee's Name Johnson, Doug F.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Special Leave without pay	4. Effective Date of Action 02/03/04
Date of Birth 05-10-70			
Social Sec. No. 433-66-9111			

5. From (Class Title) Permanent Police Sergeant	6. To (Class Title)	7. (Monthly Salary)
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8. Remarks Employee is granted 60 days of special leave of absence without pay to attend a training course which is in the departmental interest in accordance with local Civil Service Board Rules. The civil service board has determined that during this special leave his departmental seniority will not be interrupted.

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/21/04

1. Employee's Name Brown, Robert J.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Substitute Appointment	4. Effective Date of Action 02/25/04
Date of Birth 01-22-77			
Social Sec. No. 422-66-0814			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
	Substitute Firefighter		
8. Remarks <u>Employee placed in a substitute appointment to temporarily</u> <u>replace Firefighter Linda M. Smith who is on extended sick leave. Ms.</u> <u>Smith's date of return to work is undetermined at this time.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 02/21/04

1. Employee's Name Ricks, Todd R.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Substitute Appointment	4. Effective Date of Action 02/21/04
Date of Birth 01-15-69			
Social Sec. No. 437-26-5495			

5. From (Class Title) Permanent Fire Equipment Operator	6. To (Class Title) Substitute Fire Captain	7. (Monthly Salary)
--	--	---------------------

8. Remarks Employee placed in substitute appointment to replace Fire
Captain Michael E. Harris who is on extended sick leave. Captain
Harris' date of return to work undetermined at this time. Todd Ricks is
the most senior employee on the current eligibility list for Fire
Captain.

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/29/04

1. Employee's Name Williams, John W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Suspension	4. Effective Date of Action 04/30/04
Date of Birth 08-19-65			
Social Sec. No. 669-66-8000			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Permanent Police Sergeant			
8. Remarks <u>Employee suspended for 14 consecutive calendar days beginning</u> <u>04/30/04 through 05/13/04 for insubordination-violation of direct order</u> <u>from Captain Lewis as described in the attached letter. Employee was</u> <u>scheduled</u> to work on 10 of these days and will not be paid for those 10 days.			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 05/01/04

1. Employee's Name Brown, John W.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Termination	4. Effective Date of Action 05/01/04
Date of Birth 05-01-60			
Social Sec. No. 655-03-5679			
5. From (Class Title) Permanent Police Captain	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee is terminated for violation of departmental rules and regulations as described in the attached letter.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson

Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 05/01/04

1. Employee's Name Hayes, Vickie M.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Administrative Leave with Pay	4. Effective Date of Action 05/01/04
Date of Birth 06-30-55			
Social Sec. No. 434-18-9735			
5. From (Class Title) Permanent Fire Equipment Operator	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Appointing Authority completed independent investigation into alleged violations and found that employee did not violate any departmental rules and regulations. Administrative leave with pay is terminated and employee returns to active duty.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 05/01/04

1. Employee's Name Hayes, Vickie M.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Administrative Leave with Pay	4. Effective Date of Action 05/01/04
Date of Birth 06-30-55			
Social Sec. No. 434-18-9735			

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Fire Equipment Operator		

8. Remarks Appointing Authority completed independent investigation into alleged violations and found that employee did violate departmental rules and regulations. Administrative leave with pay is terminated and employee is disciplined. (see personnel action form on disciplinary action)

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/02/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Annual Leave	4. Effective Date of Action 12/02/03			
Date of Birth 12-09-70						
Social Sec. No. 558-00-0557						
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)				
8. Remarks <u>Self-explanatory.</u>						

Recommended:

_____, Chief
_____, Supervisor

Approved:

Approved:

_____, Chairperson

Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/02/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Funeral Leave	4. Effective Date of Action 12/02/03			
Date of Birth 12-09-70						
Social Sec. No. 558-00-0557						
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)				
8. Remarks <u>Self-explanatory.</u>						

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/02/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Leave with Pay	4. Effective Date of Action 12/02/03			
Date of Birth 12-09-70						
Social Sec. No. 558-00-0557						
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)				
8. Remarks <u>Self-explanatory.</u>						

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/02/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Leave without Pay	4. Effective Date of Action 12/02/03			
Date of Birth 12-09-70						
Social Sec. No. 558-00-0557						
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)				
8. Remarks <u>Self-explanatory.</u>						

Recommended:

_____, Chief

_____, Supervisor

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Approved:

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/02/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Military Leave without Pay	4. Effective Date of Action 12/02/03
Date of Birth 12-09-70			
Social Sec. No. 558-00-0557			
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Self-explanatory.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson

Municipal Fire and Police Civil Service Board

Appointing Authority

C.S. Form No. 3

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/22/04

1. Employee's Name Thomas, Will R.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Termination of Provisional Appointment	4. Effective Date of Action 04/19/04
Date of Birth 10-01-69			
Social Sec. No. 235-81-4356			
5. From (Class Title) Provisional Police Sergeant	6. To (Class Title) Permanent Police Officer	7. (Monthly Salary)	
8. Remarks <u>Employee failed examination of 03/01/04. Employment list established by civil service board on 04/18/04. Employee's provisional appointment is terminated and employee returned to permanent status in the class of Police Officer.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 03/30/04

1. Employee's Name Thomas, Tom E.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Sick Leave	4. Effective Date of Action 03/30/04
Date of Birth 04-13-65			
Social Sec. No. 324-67-9445			
5. From (Class Title) Permanent Fire Captain	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee was on sick leave for 10 days. Doctor has determined</u> <u>employee may resume full duties.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/21/04

1. Employee's Name Harris, Mike E.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Sick Leave (Extended)	4. Effective Date of Action 04/22/04
Date of Birth 04-13-45			
Social Sec. No. 324-67-9445			
5. From (Class Title) Permanent Fire Captain	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee was on extended sick leave as a result of heart surgery. Doctor has determined employee may resume full duties.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Appointing Authority

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 12/02/03

1. Employee's Name Smith, Susan (NMI)	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Special Leave without Pay	4. Effective Date of Action 12/02/03
Date of Birth 12-09-70			
Social Sec. No. 558-00-0557			
5. From (Class Title) Permanent Fire Communications Officer	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Self-explanatory.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/16/04

1. Employee's Name Brown, Robert J.	2. Department Fire	3. Personnel Action (See Reverse Side For Designation) Termination of Substitute Appointment	4. Effective Date of Action 04/16/04
Date of Birth 01-22-77			
Social Sec. No. 422-66-0814			
5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)	
Substitute Firefighter			
8. Remarks <u>Employee's substitute appointment as Firefighter is terminated upon Linda M. Smith's return from extended sick leave.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson

Municipal Fire and Police Civil Service Board

Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 05/01/04

1. Employee's Name Cox, Charles E.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Title Change	4. Effective Date of Action 05/01/04
Date of Birth 12-05-75			
Social Sec. No. 555-88-7720			
5. From (Class Title) Permanent Police Officer First Class	6. To (Class Title) Permanent Police Corporal	7. (Monthly Salary)	
8. Remarks <u>Civil Service Board held public hearing on 05/01/04, and adopted</u> <u>a title change. Changed the title of Police Officer First Class to</u> <u>Police Corporal.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Municipality or Fire Protection District name, Louisiana

PERSONNEL ACTION

Date 04/02/04

1. Employee's Name Doe, John H.	2. Department Police	3. Personnel Action (See Reverse Side For Designation) Written Reprimand	4. Effective Date of Action 04/02/04
Date of Birth 08-19-70			
Social Sec. No. 669-55-8000			
5. From (Class Title) Probational Police Sergeant	6. To (Class Title)	7. (Monthly Salary)	
8. Remarks <u>Employee reported for duty 45 minutes after scheduled time on</u> <u>March 21, 2004 which is in violation of Departmental Rules and Regulations</u> <u>- Reporting for Duty.</u>			

Recommended:

_____, Chief

_____, Supervisor

Approved:

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board_____
Appointing Authority

SECTION VIII

APPEALS

Procedures for appeals of disciplinary action

Form for notice of public hearing

Form for subpoena of witness

Form for subpoena of books and papers

Form for reporting finding of fact

PROCEDURES FOR APPEALS OF DISCIPLINARY ACTION

APPLICATIONS FOR APPEALS

Louisiana R.S. 33:2561 or R.S. 33:2501 provide that any regular employee in the classified service *who feels that he has been discharged or subjected to any corrective or disciplinary action without just cause*, may, within fifteen days after the action, demand, in writing, a hearing and investigation by the board. The employee may apply for such an appeal by a written notice giving a clear and concise statement of the action complained against, the basis of the appeal, and the relief sought. All applications for appeals and other hearings must be signed by the applicant or his counsel, if any, and must give the full legal name and mailing address of the appellant and of his counsel. Written notice shall be filed with the chairperson of the board or the board official so designated to receive such demands or requests. The board shall grant the employee a hearing and investigation within thirty days after receipt of the written request.

No appeal under R.S. 33:2561 or R.S. 2501 shall be granted by the civil service board unless the employee's appeal letter is received by the board within fifteen (15) days following the date the appointing authority notifies the employee of the disciplinary action.

Your board will meet to review the request for an appeal and if an appeal hearing is granted, the board shall set a date, time, and place for the hearing. Your board must advise the appellant, appellant's attorney (if applicable), and the appointing authority at least ten (10) day prior to the appealing hearing. The secretary shall indicate the date of the appeal hearing on each notice of appeal and shall include the appeal on the agenda, giving the appeal an appropriate title. (see *sample of Notice of Public Hearing on page 191*)

PROCEDURE OF APPEALS - R.S. 33:2561 or R.S. 33:2501

The written rules, regulations, and procedures of the civil service board and civil service law will be the basis of all hearings and appeals. All hearings on appeals shall be open to the public. Parties shall have the right, but shall not be required, to be represented by counsel. When any party is represented by more than one attorney, only one attorney for any party shall be permitted to examine the same witness.

Appeal hearings are conducted much like any other board meetings. The chairman calls the meeting to order and starts the hearing. Your board is not required to comply with the strict rules of evidence as applied in civil trials before the courts of this state. However, your board shall conduct a hearing in a manner which will be fair and not prejudice any party. Your board shall limit evidence to matters having a reasonable relevance to the issues before the board. Remember that your board controls the hearing, not the attorneys. Your board may have any individual removed from the hearing room if you determine the individual is disrupting the hearing.

Witnesses may be cross examined, and all board members are allowed to ask questions. Witnesses may also be sworn in and sequestered at the beginning of the hearing so as to

protect the integrity of the testimony presented to the board. The burden of proof, as to the facts, shall be on the appointing authority except in those cases where the employee alleges discrimination based on political or religious beliefs, sex, race, or alleges he was not given a fair opportunity to prove his ability in the position during his working test period (R.S. 33:2495 or 33:2555) .

The appointing authority shall be first to present evidence and testimony followed by the evidence and testimony of the appellant. In appeals where the appellant alleges he was not given a fair opportunity during his working test period, the appellant would present evidence and testimony followed by the appointing authority. Board members may ask questions of witnesses.

SUBPOENAS

Any party desiring the issuance of a subpoena for the attendance of a witness or the production of books or papers must apply for appropriate order, to the board, in writing, in accordance with the board's rules. Such application shall state the purpose of the subpoena and what evidence or testimony is sought by the issuance of the subpoena.

Civil service law provides that your board may issue subpoenas, and confers upon the board the same power and authority as is possessed by the district courts of Louisiana. We recommend, however, that your board consider adopting procedural rules for appeals which address this issue. Your rules should require that requests for subpoenas should be submitted to your board at least eight (8) days prior to the scheduled hearing. Your board may consider a limit on the number of subpoenas, or may consider a nominal charge (\$40, for example) for each subpoena requested over a certain number.

RECUSAL OF BOARD MEMBERS

Civil service law provides that board members shall recuse themselves in certain circumstances: if the board member were directly involved in the incident out of which the disciplinary action arose, for example, or if the appealing employee is a close family member of the board member. It is important to remember that only a board member may recuse himself from a hearing. A board may not "vote someone off", for example, upon the request of one of the parties involved. If a board member fails to recuse himself in a situation required by law, such action forms the basis for appeal before the district court.

DECIDING THE ISSUE AND RENDERING A DECISION

Your board should carefully consider all testimony presented and base a decision on whether or not the appointing authority acted in good faith, for cause in taking disciplinary action against the employee. Your board decides the issue by board motion which is recorded in the minutes of the hearing. If the appointing authority was found not to have acted in good faith, for cause, the board may modify the order of removal, suspension, demotion, or other disciplinary action *by directing a suspension without pay*, for a given period (*this is the only modification the board can approve*), or may overturn the disciplinary action. If the disciplinary action is overturned, the board should issue an order to the appointing authority which makes the employee whole.

DISMISSAL OF APPEALS

If the appellant fails to appear at the place and time fixed for any hearing, his appeal may be dismissed or the board may, in its discretion, continue the case or proceed with the hearing and render its decision upon the evidence brought before it at the hearing. If *either* the appointing authority or the appellant fails to appear at the hearing, the board may proceed to render a decision based upon the evidence brought before it.

TRANSCRIPTS OF HEARINGS

If any party to the hearing desires a permanent transcript of the hearing, *the party shall furnish a court reporter for said purpose at their own expense.* Where a court reporter is furnished, *the first copy of the original of the transcript shall be filed with the board* and shall become part of the permanent record of any subsequent appeal. Where no court reporter is furnished, the secretary of the board shall maintain as complete notes as is feasible and the board will issue a written finding of fact and a set of minutes from the meeting.

Our office suggests that the secretary to the board maintain as complete notes as feasible even when a court reporter is furnished. We have been advised of many cases where the party who supplied the court reporter did not pay for the transcript to be typed and the board was unable to provide a written finding of fact and a set of minutes from the meeting.

SAMPLE NOTICE OF PUBLIC HEARING. SAMPLE

(JURISDICTION)

MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

(DATE/TIME)

(PLACE)

IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, THE (Jurisdiction) MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD WILL HOLD A PUBLIC HEARING AND INVESTIGATION CONCERNING THE APPEAL OF (name/class of employee) :

State the corrective or disciplinary action that has been taken against the employee.

THIS POSTING NOTICE MAY BE USED IF IT IS THE ONLY MATTER WHICH IS TO BE CONSIDERED DURING A CIVIL SERVICE BOARD MEETING. OTHERWISE, THE MATTER MAY BE PLACED ON THE AGENDA WITH OTHER BOARD CONSIDERATIONS.

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 33:2491 AND 33:2501, THE BOARD MUST NOTIFY THE EMPLOYEE AND APPOINTING AUTHORITY AT LEAST **TEN DAYS IN ADVANCE** OF THE APPEAL. THIS NOTICE IS TO INCLUDE THE TIME, DATE, AND PLACE OF THE APPEAL.

Post from (XX/XX/XX) through (XX/XX/XX).

(MUST BE POSTED FOR AT LEAST A 5 DAY PERIOD PRIOR TO THE HEARING)

SAMPLE SUBPOENA FOR WITNESS. SAMPLE

_____(jurisdiction)____ Municipal Fire and Police Civil Service Board

_____(city)____, LA

Subpoena No. _____

_____(Appellant)

Versus

The Municipal Fire and Police Civil Service Board for the city of _____, Louisiana
to:_____.

YOU ARE HEREBY COMMANDED to appear before this said board at a hearing to be held before it at: _____ on the ____ day of _____, in the year ____, at ____ o'clock, or on any other day which this hearing may be continued, to testify the truth, according to your knowledge, in the controversy pending herein between the parties above named; and hereof you are not to fail under penalty of the law.

BY ORDER OF THE _____ MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD:

_____(Date) _____
Member of the Municipal Fire and Police Civil Service Board

(DETACH HERE AND RETURN)

Received the within "Subpoena for Witness", No. _____, and on the _____ day of _____ in the year _____ served the same on _____ in person, or made service on him in the following manner.

(Signature of Officer)

SAMPLE SUBPOENA FOR BOOKS AND PAPERS. SAMPLE

_____(jurisdiction)____ Municipal Fire and Police Civil Service Board

_____(city)____, LA

Subpoena No. _____

_____(Appellant)

Versus

The Municipal Fire and Police Civil Service Board for the city of _____, Louisiana
to:_____.

YOU ARE HEREBY COMMANDED to produce books, papers, and/or other records or documents in the matter in question or under consideration by this board regarding:

_____ as follows:

These documents are to be delivered to: _____ at _____
_____ on or before the _____ day of _____, in the year _____, at _____ o'clock. You are to certify that the documents being presented are true, correct, and complete to the best of your knowledge, subject to the provisions and penalties provided in the Civil Service Law.

_____(Date) _____ Member of the Municipal Fire and Police Civil Service Board

(DETACH HERE AND RETURN)

Received the within "Subpoena for Books and Papers," No. _____, on the _____ day
of _____, 19____, and on the _____ day of _____, 19____,
served the same on _____ in person, or
made service to him in the following manner.

(Signature of Officer)

SAMPLE WRITTEN FINDING OF FACT SAMPLE

? NOTE TO CIVIL SERVICE BOARDS ?

In accordance with R.S. 33:2501 and 33:2561, if the testimony at an appeal hearing is *NOT* taken or transcribed, then the board *shall* make a finding of fact. The decision of the board, together with its written finding of fact, *if required*, shall be certified, in writing, to the appointing authority. If the board's decision in an appeal hearing is appealed to district court, the board *must* file with the designated court a certified transcript of the record, or written findings of facts, and all papers on file in the office of the board affecting or relating to such decision. *Therefore, it is the advice of this office that your board maintain a transcript of the hearing or complete finding of fact. Your board may wish to maintain both documents.*

WRITTEN FINDING OF FACT

(Jurisdiction) **MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

Hearing of Appeal by _____ (Name of employee) on _____ (Date)

Appellant is employed by the _____ (name of Municipality) _____ (fire/police) Department as a permanent _____ (class title) _____.

By written communication dated (date) he was notified that he was being suspended for (#) day(s) without pay for violation of Departmental Rules. Specifically, that he had reported to work on (date of violation) without standard police revolver and black shoes as required by Departmental Rule (rule number) .

Appellant filed timely appeal within 15 days of receipt of the written reasons for the disciplinary action. A public hearing was held at (time) on (date) with the appellant present with counsel.

FINDING OF FACT

1. Departmental rule (rule number) requires that all Police Officers reporting for duty must be dressed in a specific manner which includes black shoes and regulation side arm. Such rules are consistent with the efficient operation of the department.
2. On (date) appellant reported for work without proper uniform in such a manner that would bring discredit to the service and could possibly prevent him from discharging his duties effectively.

DECISION OF THE BOARD

The evidence and testimony presented to the civil service board established that the alleged violations did occur. The board determines that the appointing authority acted in good faith and/or for cause in the disciplinary action taken against Officer (name) and thereby upholds the action of the appointing authority.

OR

The board determined that the appointing authority did not act in good faith and/or for cause in the disciplinary action taken against Officer (name) and thereby overturns the action of the appointing authority. Furthermore, the board has ordered the appointing authority to reinstate this employee's (#) day(s) of suspension with full back pay and seniority.

_____, Chairman
(Chairman's signature)

SECTION IX

FIREFIGHTER AND POLICE OFFICER TEST SCORES

**ADDING NAMES TO THESE EMPLOYMENT LISTS
IN ACCORDANCE WITH R.S. 33:2491 or 33:2551**

Procedures for accepting and reporting firefighter and police officer test scores

Form for reporting firefighter or police officer test scores to other municipalities or fire protection districts

Form for reporting test scores to applicants

Form to use when recording reported firefighter test scores that your civil service board has approved and when sending this information to the office of the state examiner

Form to use when recording reported police officer test scores that your civil service board has approved and when sending this information to the office of the state examiner

Form to use when reporting, to the appointing authority, the names of individuals who have been approved to be added to the firefighter and/or police officer eligibility list

PROCEDURES FOR ACCEPTING AND REPORTING FIREFIGHTER AND POLICE OFFICER TEST SCORES

Revised Statutes 33:2551(9) and 33:2491(I), were both amended in 1993, to provide for an individual who attains a passing score on an examination for entrance **police officer or entrance firefighter**, administered by the State Examiner's Office, to have his/her name placed on the employment list of any other municipality or fire protection district which are part of the Municipal Fire and Police Civil Service System.

To assist your civil service board and any interested applicants, our office records, on tape, information on Firefighter and Police Officer examinations we have scheduled on our voice mail system which can be accessed twenty-four hours a day by calling **(225) 925-4567**. This recording will tell you the locations where Firefighter and Police Officer examinations are scheduled, the closing date of applications (if available), and the date of the examinations. Also included on the recording is the name and phone number of the individual to contact in each municipality or fire protection district. Information on Firefighter and Police Officer examinations is also available on our website at www.ose.louisiana.gov.

When an individual wishes to take the Firefighter or Police Officer examination and have his/her test score reported to another municipality or fire protection district, the individual must complete an application in the municipality or fire protection district where he/she wants to take the examination. The individual must meet the qualification requirements of the civil service board where he/she desires to take the examination and be approved to take the examination. The individual should inform the board that he/she wishes to have his/her test score reported to another municipality or fire protection district. The civil service board may ask the applicant to provide them with the name and address of the civil service board to which they desire their score reported.

The individual **must also contact the local civil service board where he/she desires to have his/her test score reported**. The individual must apply directly to the civil service board where he/she desires to be employed. **This process must be accomplished by the individual not by the chief of the department. THE CIVIL SERVICE BOARD MUST FIRST HOLD A BOARD MEETING AND APPROVE THE INDIVIDUAL'S REPORTED TEST SCORE AND APPLICATION BEFORE THE INDIVIDUAL IS ELIGIBLE TO BE HIRED.** When your civil service board is contacted, two documents must be received from the individual. First, the individual **must complete your civil service board application** for Firefighter or Police Officer and attach a copy of all documents required by your civil service board. Second, the individual must either give your board a copy of his/her passing test score or your board must receive a copy of his/her passing test score from the civil service board that administered the examination. **NOTE: if your board accepts a copy of a test score from an applicant, it must be on a form from the civil service board, signed by the civil service board chairman or secretary, and must state the score (unaltered) and the date the test score will expire.** Our office has developed forms your civil service board may wish to use when reporting test scores to applicants and to other civil service boards (see a copy of these sample forms on pages 198 and 199).

Many times your civil service board will not receive both the applicant's test score and application at the same time. Your board may wish to keep a suspense file for test scores received from other municipalities or fire protection districts for which you do not have a matching application. Another suspense file may be created for applications received from

applicants for which you do not have a test score reported from another municipality or fire protection district to match the application.

When your board has received all the required documents, at your next meeting you will, in accordance with its own rules and civil service law, approve or reject the request. If your board approves the individual's application and reported test score, then his/her name is placed upon your eligibility list for the appropriate class (Firefighter or Police Officer) and the test score will expire eighteen (18) months from the date it was approved by the civil service board that administered the test. **THE BOARD THEN NOTIFIES THE APPOINTING AUTHORITY THAT THE INDIVIDUAL'S NAME HAS BEEN PLACED ON THE ELIGIBILITY LIST AND THE DATE HIS/HER TEST SCORE EXPIRES. THE APPLICANT IS NOT ELIGIBLE TO BE HIRED UNTIL HIS/HER APPLICATION AND REPORTED TEST SCORE HAS BEEN APPROVED BY THE CIVIL SERVICE BOARD.**

Our office has developed a form your civil service board may wish to use when recording the names and eligibility period of these applicants to be kept with your board's eligibility lists. *(see these sample forms on pages 200 and 201)*. Additionally, you will find a form your board may wish to use when notifying the appointing authority of the names of individuals your board has approved to be added to your eligibility list after approving their reported test scores *(see this sample form on page 202)*.

We are referring to test scores as being reported, not transferred. When your civil service board reports a test score to another municipality or fire protection district, that score remains on your eligibility list and can be reported more than once. However, your board may wish to remove the names of eligibles who have had their scores reported to other jurisdictions or fire protection districts and who have expressed no desire to work in your jurisdiction or fire protection district. If the board does remove a name for this reason and that individual requests, at a later date, but before the test score expires, to have his/her score reported to another jurisdiction or fire protection district, the board can still report the score.

REPORTING OF FIREFIGHTER OR POLICE OFFICER TEST SCORES
TO OTHER MUNICIPALITIES OR FIRE PROTECTION DISTRICTS

THIS DOCUMENT IS MAILED DIRECTLY TO THE CIVIL SERVICE BOARD

(Date)

(Name of Your Civil Service Board)

(Your Municipality, State)

TO: (Civil Service Board requesting the test score)

This notification is to certify that _____ (Name) _____ has successfully passed the entrance examination for the class of _____ (examination) _____ with a score of _____ (Score) _____ percent **(this test score does not include veteran's points, if points were applicable)**. This eligible's name was placed on the employment list for the class of _____ (class) _____ on _____ (date) **(this is the date your civil service board approved the test scores)** _____ and will remain in effect eighteen (18) months from this date.

(Signature of Board Member or Secretary)

(Name of Board Member or Secretary)

(Address)

(Phone Number)

NOTIFICATION OF TEST SCORE TO APPLICANT

THIS DOCUMENT IS GIVEN DIRECTLY TO THE APPLICANT

_____(Date)

(Name of Your Civil Service Board)

(Your Municipality, State)

Applicant's name and address

Dear _____:

This is to certify that you have successfully passed the examination for the class of ____
(examination)____ with a score of ____ (Score) ____ percent. **(This civil service board added
five points to your test score as you qualified for veteran's points. Therefore,
your final score, in this jurisdiction ONLY, is _____percent.)** Your name was
placed on the employment list for the class of ____ (class) ____ on (date)(**this is the date
your civil service board approved the test scores**)____ and will remain in effect
eighteen (18) months from this date.

(Signature of Board Member or Secretary)

(Name of Board Member or Secretary)

(Address)

(Phone Number)

NOTE TO APPLICANT: YOU MAY WISH TO COPY THIS DOCUMENT, KEEPING THIS ORIGINAL, TO USE WHEN REPORTING YOUR TEST SCORE TO OTHER MUNICIPALITIES OR FIRE PROTECTION DISTRICTS.

NOTE TO APPLICANT: IN ACCORDANCE WITH CIVIL SERVICE LAW, A CIVIL SERVICE BOARD CANNOT CONSIDER THE ELIGIBILITY OF YOUR REPORTED TEST SCORE UNLESS YOU ALSO HAVE AN APPLICATION ON FILE WITH THAT CIVIL SERVICE BOARD AS YOU MUST MEET THE QUALIFICATION REQUIREMENTS IN THAT JURISDICTION.

**RECORD OF FIREFIGHTER TEST SCORES REPORTED FROM OTHER JURISDICTIONS OR
FIRE PROTECTION DISTRICTS AND APPROVED BY THE _____ CIVIL
SERVICE BOARD AT THE CIVIL SERVICE BOARD MEETING HELD _____**

[illegible]

**RECORD OF POLICE OFFICER TEST SCORES REPORTED FROM OTHER JURISDICTIONS
AND APPROVED BY THE _____ CIVIL SERVICE BOARD AT THE CIVIL
SERVICE BOARD MEETING HELD _____**

[illegible]

**FORM TO USE WHEN REPORTING
TO THE APPOINTING AUTHORITY
THE NAMES OF INDIVIDUALS WHO HAVE BEEN APPROVED
TO BE ADDED TO THE FIREFIGHTER AND/OR POLICE OFFICER ELIGIBILITY LIST**

THIS DOCUMENT IS GIVEN DIRECTLY TO THE APPOINTING AUTHORITY

(Name of Your Civil Service Board)

(Your Municipality, State)

(Date)

_____ Appointing Authority

_____ Appointing Authority's address

Dear _____:

Please be advised that the civil service board met on _____ (date) and approved adding the name of the following individual to our eligibility list for (firefighter) (police officer) **(indicate correct class title)**. This individual is now eligible for employment.

NAME	
MUNICIPALITY OR FIRE PROTECTION DISTRICT WHERE INDIVIDUAL PASSED THE EXAMINATION	
DATE TEST SCORE CERTIFIED IN THE ABOVE LISTED MUNICIPALITY OR FIRE PROTECTION DISTRICT	
DATE TEST SCORE EXPIRES	
TEST SCORE	

If you have any questions, please contact the civil service board.

Sincerely,

_____, Chairman

_____ Civil Service Board

cc: State Examiner's Office

SECTION X

MAINTAINING DEPARTMENTAL SENIORITY ROSTERS

Maintaining and posting a departmental seniority roster

Sample seniority roster form

Blank seniority roster form

MAINTAINING AND POSTING A SENIORITY ROSTER

WHY DOES THE CIVIL SERVICE BOARD HAVE TO MAINTAIN A SENIORITY ROSTER?

In accordance with Revised Statute 33:2491(D) and 33:2551(4), names of persons attaining a passing score on a promotional test shall be placed upon the promotional employment list for the class for which they were tested, from highest to lowest, according to their total seniority in the departmental service. **In order for your civil service board to meet the requirements of this civil service law, your civil service board must maintain a seniority roster for each department. Our office recommends your board post for approval, at least once a year, a seniority roster for each department.**

WHO IS PLACED ON THE SENIORITY ROSTER?

Every civil service employee is to be placed on the roster in order of **total departmental seniority** and assigned a number in the column titled "Number" in accordance with this order.

On page 206 you will find a sample of a completed seniority roster form our office has developed to assist the departments and the civil service board when maintaining a roster.

HOW DOES THE CIVIL SERVICE BOARD PLACE NAMES ON THE SENIORITY ROSTER IN THE CORRECT ORDER?

To place employees in the correct *departmental seniority order*, the board looks at the date employees are **confirmed in their entrance class** and have been working continuously since that date. The employee who was confirmed the earliest of all employees would be #1 on the roster and then continue to place the other employees accordingly.

Any **time not computed to seniority** would also be used in the placement of names on the roster. Time not computed to seniority is days the employee was suspended since he began accruing seniority or any other leave of absence which was taken without accruing seniority. **Employees begin accruing seniority when they are confirmed in their entrance class and work continuously.**

EXAMPLE: If Employee "A" was confirmed on June 4, 1990, and has been suspended for a total of fifty-five (55) days and Employee "B" was confirmed on July 11, 1990, and he has no days of time not computed to seniority, Employee "B" would be placed on the roster before Employee "A" and have more total departmental seniority.

If an employee has time not computed to his/her total departmental seniority, his/her confirmation date always stay the same and the time not computed to seniority is placed in a "time not computed to the employee's total departmental seniority" column.

CONFIRMATION DATES ARE NEVER CHANGED UNLESS THE EMPLOYEE RESIGNS FROM THE DEPARTMENT AND IS REEMPLOYED AT A LATER DATE. THEN THIS EMPLOYEE WOULD HAVE A DIFFERENT CONFIRMATION DATE.

HOW ARE EMPLOYEES WITH IDENTICAL SENIORITY PLACED ON THE SENIORITY ROSTER?

Employees with identical seniority are identified as two or more employees who were confirmed in their entrance class on the same day and have been working continuously since and they have no time not computed to total departmental seniority or they all have the same amount of time not computed to total departmental seniority. If two employees are #1 and #2 on the roster and have **identical seniority** then they would both be listed with the numbers 1/2 to show they have identical seniority. Our office recommends you place asterisks by these names and then indicate at the end of the roster that these employees have identical seniority.

SAMPLE OF A SENIORITY ROSTER

SENIORITY ROSTER FOR (Jurisdiction), Louisiana FOR THE FIRE DEPARTMENT

DATE OF BOARD'S APPROVAL July 21, 2004

SIGNATURE OF THE CIVIL SERVICE BOARD CHAIRMAN _____

N U M B E R	EMPLOYEE'S NAME	PERMANENT RANK	DATE CONFIRMED IN ENTRANCE CLASS (SENIORITY DATE)	TIME NOT COMPUTED TO THE EMPLOYEE'S TOTAL DEPARTMENTAL SENIORITY SUSPENSION, ETC
1/2	* Blackwood, Sue S.	FCA	04-04-90	
1/2	* Smith, Joseph P.	FCA	04-04-90	
3	Adams, Donny W.	FF	01-22-92	2 days
4	Thomas, William R.	FF	01-30-92	
5	Brown, Robert	FF	06-13-92	
6	Ricks, Todd R.	FF	06-13-92	4 days
7	Harris, Michael E.	FF	04-22-93	91 days (laid off effective 01-11-95, thru 04-11-95)

* Employees listed as #1/2 have identical seniority.

SENIORITY ROSTER FOR _____

FOR THE _____ DEPARTMENT

DATE OF BOARD'S APPROVAL _____

SIGNATURE OF THE CIVIL SERVICE BOARD CHAIRMAN _____

N U M B E R	EMPLOYEE'S NAME	PERMANENT RANK	DATE CONFIRMED IN ENTRANCE CLASS (SENIORITY DATE)	TIME NOT COMPUTED TO THE EMPLOYEE'S TOTAL DEPARTMENTAL SENIORITY SUSPENSION, ETC

SECTION XI

OTHER CIVIL SERVICE BOARD FORMS

Form for removal of names from eligibility list

FORM FOR REMOVAL OF NAMES FROM ELIGIBILITY LIST

(jurisdiction)

MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

To: State Examiner's Office
From: Secretary to the Civil Service Board

The Civil Service Board has received a written statement from the Appointing Authority as to the reasons for removal of these names. All names listed below have been removed from the current eligible employment lists and were not appointed for the reasons indicated:

- A. Declined an offer of appointment.
- B. Was interviewed by the appointing authority and rejected. The civil service board found the reasons sufficient to remove the name. **(SEE R.S. 33:2553(5) or R.S. 33:2493(E))**
- C. After offer of employment, applicant failed to pass the required physical examination necessary to perform the job with or without accommodation.
- D. After repeated attempts, unable to contact applicant by phone or written communications.
- E. List and explain any others.

SIGNATURE OF THE CHAIRMAN: _____

DATE THE BOARD CLEARED THE ELIGIBILITY LIST: _____

NAME OF APPLICANT	EXAM TAKEN (CLASS)	DATE OF BOARD'S APPROVAL OF GRADES	REASON FOR BOARD'S REMOVAL	DATE OF BOARD'S REMOVAL

APPENDIX A

***COPY OF THE CIVIL SERVICE LAWS
WHICH GOVERN YOUR JURISDICTION***

APPENDIX B

COPY OF THE CLASSIFICATION PLAN FOR YOUR JURISDICTION